



# City of Olympia

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## Meeting Minutes Planning Commission

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**Monday, March 18, 2013**

**6:30 PM**

**Council Chambers**

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### 1. CALL TO ORDER

The meeting was called to order at 6:30 p.m.

#### 1.A ROLL CALL

**Present:** 8 - Commissioner Roger Horn, Commissioner Agnieszka Kiswa, Commissioner James Reddick, Commissioner Rob Richards, Commissioner Amy Tousley, Chair Jerome Parker, Vice Chair Judy Bardin, and Commissioner Larry Leveen

**Excused:** 1 - Commissioner Paul Ingman

### 2. APPROVAL OF AGENDA

Request made to rename "Question Time" to "Information Requests."

Request made for staff to brief the Planning Commission on various City committees, work efforts, and the other advisory committees/commissions activities.

Agenda amended so that Business Items are addressed in the following order: Items from the Substantive Change List continued from March 13 (including the Future Land Use map and Commissioner Ingman's draft concept map for "Urban Neighborhoods," "B" List items, revised Introduction Chapter, revised Values and Vision Chapter, edits to the Transportation Chapter, and preliminary recommendations for final vote.

**Commissioner Horn moved, seconded by Commissioner Reddick, to approve the agenda as amended. The motion carried by unanimous vote.**

### 3. RECOGNITION OF OUTGOING MEMBERS

Councilmember and Planning Commission Liaison Steve Langer recognized outgoing Commission members. Outgoing Commissioners accepted Certificates of Recognition of Service. Mayor Stephen H. Buxbaum and Former Planning Commission Chair Roger Horn recognized and expressed thanks to outgoing members for their service.

### 4. PUBLIC COMMENT - None

### 5. ANNOUNCEMENTS

Associate Planner Amy Buckler recognized outgoing members for their service on the Commission. New Commission members will not be appointed until the end of April.

Commissioner Kizza noted she would like to revisit a proposal from Commissioner Ingman regarding views and would like to revise her previous vote after more consideration. It was recommended that this issue be addressed later in the meeting during a review of old issues.

## 6. QUESTION TIME

A request was made to staff to provide Commissioners with an update on the status of the downtown parking meters. Commissioner Richards noted he believes the new parking meters will be installed within a year.

## 7. BUSINESS ITEMS

[13-0237](#) Final Vote on Recommendations for the Comprehensive Plan Update

**Topic: Future Land Use Map**

Concern expressed that the Commission only reviews rezones that require Comprehensive Plan amendments; however, the Commission wants more influence over all rezone requests. Staff confirmed they can recommend to Council a Municipal Code change in addition to adoption of the proposed Future Land Use map (which has fewer land use designations). The change in the Code could require that all rezones come before the Commission, rather than the Hearing Examiner, which would change the hearing process.

The Commission would like to continue to be involved in "high-profile" zone changes. Staff recommended that the Commission address this desire through a separate action from the Commission's Comprehensive Plan recommendations, and noted it could be addressed in the Commission's recommendation letter to Council for future work plan items, or in individual letters addressed to Council.

**Commissioner Horn moved, seconded by Vice Chair Bardin, to recommend to the City Council that the Commission work on a code amendment in 2013 to designate the Commission as the body that considers zoning change requests to the Land Use map and for the Zoning map. The motion passed unanimously.**

**Topic: Commissioner Ingman's draft concept map for "Urban Neighborhoods"**

Discussion was held about whether to approve Commissioner Ingman's draft map as a recommended work item or if it should be included in the Commission's Comprehensive Plan recommendations as potentially a hybrid map, or a map associated with the Land Use map.

The suggestion was made to incorporate refining the map into more refinement on the "Urban Neighborhoods" concept at the Commission's two meetings in April. Staff noted this

suggestion originated with the Leadership Team as part of a process to ensure staff understands the Commission's recommendation.

The draft map specifically supports the "Urban Neighborhoods" policies approved by the Commission; it could be included as a stand-alone map.

Staff noted the Commission is recommending to Council concepts with language that may need to be illustrated with the map. Staff preference is that both maps are moved forward for Council consideration.

Commissioner Horn moved, seconded by Commissioner Richards, to forward both the Future Land Use map and Commissioner Ingman's draft "Urban Neighborhoods" map to the Council for inclusion in the Comprehensive Plan, with the understanding that the Commission will work more on the recommendation to the Council for integration and alignment of the two maps in April.

Discussion:

Commissioner Horn confirmed both maps will conform to and reflect proposals already approved by the Commission in the March 11 and March 13 meetings.

**Commissioners in favor:** Reddick, Chair Parker, Richards, Kizza, Leveen, and Horn

**Commissioners opposed:** Vice Chair Bardin

**Commissioners who abstained:** Tousley

**The motion passed 6-1.**

Staff confirmed Appendix A from the Land Use & Urban Design Chapter in the July draft was brought forward for discussion March 11, and Commissioners noted no comments at that time.

**Topic: #B7-Port of Olympia (Sponsor: Commissioner Kizza)**

Commissioner Kizza distributed proposed goals and policies in a handout, and explained her proposal:

*Policy 1: Protect the marine shoreline. Use of buffers and transition zones between incompatible uses.*

*Policy 2: The environmental condition must be reviewed with Department of Ecology to prepare the site for sea level rise. Apply best known today solution to current problem to comply with CP Env. 5.2 & 7.5: Minimize damage caused by seismic flooding, avoid costly clean-up in future (decision based on science).*

*Policy 3: Establish local improvement district - LID (pay up-front for protection from sea level rise before investing in new development). This gives certainty to investors, City and citizens, making it clear that property owners will pay to protect this area from inevitable sea level rise. The general tax payers of the City of Olympia will not be required to pay.*

*Goal: Propose long-term economic transformation toward sustainable model.*

*Goal: Port's biggest contribution to the economic vitality of the region will be focusing on environmentally healthy park-like-setting, attractive to residents and enhancing economic development of Downtown; this goal will be achieved over years. Public Accountability is a first step (control of storm water outfall separated from City). Planning for the "near shore recovery" by building upper beach to restore salt marsh and vegetation. The idea of park-like-setting will be consistent with CP-Land Use page 6: "Protect views and features of the landscape unique to Olympia. LU2.2 Protect to the greatest extent [sic]...and consistent with Comprehensive Plan, "Land Use" P.13.12 "Solve Environmental Degradation Problems. Protect marine habitat, promote access to recreational use."*

*Policy 4: Public discussion/referendum on this central city area is required.*

Staff explained the Port is required to conform its activities with the City's Comprehensive Plan. It is not always clear how that is enforced; the City can't prevent the Port from performing their legislatively-approved activities. Example: We can set height limits as long as they are consistent with their legislatively-approved activities. Citizens county-wide elect Port officials, who make up the Port's governing body. Olympia has a cooperative relationship with the Port.

A recommendation was made to defer any in-depth discussion and add this item as a recommended future Commission work plan item.

**Commissioner Kiszka moved, seconded by Vice Chair Bardin, to include a Port chapter in the Comprehensive Plan that is not in conflict with the remaining Comprehensive Plan document.**

Discussion:

Concern was expressed at this topic coming up at this late date for consideration of a new chapter. This should not stand as a separate chapter. Support expressed for adding this topic as a future work item.

**Commissioner Kiszka rescinded her original motion. Commissioner Kiszka moved, seconded by Chair Parker, to include a separate section on the Port in the Land Use Chapter.**

**Commissioners in favor: Chair Parker, Kiszka, Vice Chair Bardin  
Commissioners opposed: Tousley, Reddick, Horn, Leveen, Richards  
Motion failed 3-5.**

**Topic: #B8-Affordable Housing (Sponsor: Commissioner Reddick)**

Commissioner Reddick described his proposal; would like to see the outcome be a user-friendly, concise handout that makes information available to the community. Language needs to be in the Comprehensive Plan to be sure staff creates this type of report so community members are made aware of the data.

Proposed language:

*PL13.14 Provide information annually about what is affordable housing regarding home owning and apartment renting in the City of Olympia. This should include information regarding the percentage of annual income limit for affordable housing, what annual average family wages are in the City of Olympia, and what the annual market rate housing is in the City of Olympia. The implementation plan (action) should annually report on how the City is doing regarding available affordable housing in Olympia. The City should annually provide information to citizens on affordable housing, family incomes, and market rate housing.*

Commissioner Tousley moved, seconded by Commissioner Richards, to approve the proposed language for PL13.14, including the additional language: "The City should annually provide information to citizens on affordable housing, family incomes, and market rate housing."

Commissioners in favor: Richards, Vice Chair Bardin, Horn, Kizza, Reddick, and Tousley  
Commissioners who abstained: Commissioner Leveen

**Topic B16-Daylighting Creeks (Sponsor: Commissioner Kizza)**

Suggestion made that this topic could be an element of sub-area planning. Suggestion that this be an appropriate work item for the Utility Advisory Committee.

Commissioner Kizza moved, seconded by Vice Chair Bardin, to add the topic "Daylighting Creeks" to the list of recommended future work plan items.

Commissioners in favor: Vice Chair Bardin, Kizza, and Chair Parker  
Commissioners opposed: Horn, Leveen, Tousley, and Reddick  
Commissioners who abstained: Richards  
The motion failed 3-4.

**Topic: B17-Capital Facilities Plan (Sponsor: Commissioner Tousley)**

Commissioner Tousley described her proposal as an action to ensure the Capital Facilities Plan (CFP) is being addressed sufficiently as a required Comprehensive Plan element of the Growth Management Act.

Staff explained the City's CFP is separated into two components: the Chapter in the Comprehensive Plan and the 6-year CFP that is updated annually; both of which are elements of the Comprehensive Plan. Staff is updating the Chapter to adhere to the new style of the Comprehensive Plan. Still under discussion is whether or not the CFP needs more substantive work beyond reformatting.

Mayor Buxbaum is interested in looking at a 20-year financing plan; opinion expressed that just reformatting isn't enough, and that a complete revision is likely part of the

Commission's future work plan.

Commissioner Tousley said she felt she is recommending a Comp Plan tonight, but not a CFP, confirming for the Commission that the existing CFP Chapter will be adopted with the update to the Comprehensive Plan. Staff confirmed not having brought forward a new CFP Chapter at this time with the July draft.

**Topic: B22-Artist Live/Work Space (Sponsor: Commissioner Horn)**

Commissioner Horn described his proposal. Draft goals and policies should be in the Parks, Arts and Recreation Chapter because of the special emphasis on artists, as opposed to inclusion with affordable housing goals and policies.

Add "gallery space" to proposed policy PR8.2, and add "and promote..." to proposed policy PR8.7, so that the revised proposed policies state:

*PR8.2 Pursue affordable housing and studio space/rehearsal space for artists, including support for, or participation in, establishing buildings or sections of buildings that provide living, work, and gallery space exclusively for artists.*

*PR8.7 Establish and promote a theater and entertainment district in downtown Olympia.*

**Commissioner Horn moved, seconded by Commissioner Reddick, to recommend policies PR8.2 and PR8.7 as amended. The motion passed unanimously.**

**Topic: B10-Index (Commissioner Kiswa)**

**Commissioner Kiswa moved, seconded by Commissioner Tousley, to include an index in the Comprehensive Plan.**

Discussion:

A traditional index doesn't make sense for an online document; need to also consider how much work it would entail for a plan that isn't primarily a printed document.

Staff agreed there should be a user-friendly tool for searching the plan; however, a traditional index may not be an effective tool for an online document. This is an online document without page numbers.

A search function stays dynamic; an index needs to be updated whenever content is revised. Would like a fully-functional, powerful search tool that works for the public and ensures the document is fully accessible. Certain topics are spread throughout the plan.

Most people will read the document as a print version; not online.

Staff noted if the Commission were to recommend to the Council, and the Council agrees, staff will determine a method to create an index.

Commissioners in favor: Kiswa, Vice Chair Bardin  
Commissioners opposed: Reddick, Richards, Tousley, Leveen, and Horn  
Commissioners who abstained: Chair Parker  
The motion failed 2-5.

**Topic: B12-Graphics/Images (Sponsor: Chair Parker)**

Chair Parker introduced the proposal, including proposed language: *The graphic sketches in the July draft fail to effectively convey the development concepts to which they are intended to relate. These sketches may, in fact, create a response among readers opposite to that intended.*

*The Planning Commission, therefore, requests that all graphic sketches in the July draft be removed. If feasible within the current restraints of budget and schedule, revised sketches of a more professional nature should be developed. If this is not possible, consideration should be given to selective use of the sketches in the current (1994) Comprehensive Plan. (Motion and unanimous vote - 3/18.)*

Staff suggested this issue could be addressed as a recommendation in the cover letter the Commission relays to the Council. Staff noted this item does have cost implications.

**Chair Parker moved, seconded by Commissioner Horn, that the proposed language on graphic sketches and renderings be included in the transmittal letter as a recommendation to Council.**

Discussion:

Seattle and Portland Comprehensive Plans do not include sketches or drawings; don't feel they belong in the plan and are not helpful. A motion to eliminate all sketches and photographs would make for a more efficient document.

**Motion passed unanimously.**

Staff explained the rationale for the PL13.4 policy language in the July draft; reduces minimum threshold requiring design that addresses compatibility from 10 acres to 5 acres. Five acres was selected because large lot parcels tend to be purchased in increments of 5 acres; a size reasonable for redevelopment. Five acres is also consistent and in alignment with many other provisions in the code.

**Commissioner Tousley moved, seconded by Commissioner Reddick, to accept PL13.14 as proposed in the July draft.**

**Commissioners in favor: Kiswa, Vice Chair Bardin, Reddick, Tousley, Leveen, Richards, and Horn**

**Commissioners who abstained: Chair Parker**

**Topic: Introduction to the Comprehensive Plan**

Edits to the Introduction to the Comprehensive Plan:

- Page 4: Paragraph 6, revise the sentence to read "The City needs to make investments based on an integrated framework that compares life cycle costs..."
- Page 5: second paragraph, last sentence, edit for plurality
- Page 5: Last sentence in fourth paragraph, insert "explore operating efficiencies..."

**Commissioner Leveen moved, seconded by Commissioner Reddick, to approve the revised Introduction Chapter as amended. The motion passed unanimously.**

**Topics: Community Values and Vision Chapter**

Discussion led by Commissioner Leveen. Minor punctuation and grammar edits were made; minor revisions to language with no substantive changes to intent or meaning.

**Commissioner Leveen moved, seconded by Commissioner Reddick, to approve the revised Community Values and Vision Chapter as amended. The motion passed unanimously.**

Commissioner Kisza exited the meeting.

**Topic B23-Measurable Goals (Sponsor: Commissioner Kisza)**

Staff noted the Commission adopted the scope of the Comprehensive Plan Update, including an implementation strategy with performance measures. Council has supported the performance measures as a component of an implementation strategy or action plan, a separate element from the Comp Plan.

The proposal may be intended to include in the Comp Plan of a literal set of measurable goals, or the Comp Plan will include goals whenever possible that are stated in such a way that they are measurable.

Measurable goals are better suited to a non-legally binding document, and would work well in an action plan. No action taken on this proposal

**Topic: Non-Substantive Edits to Punctuation and Grammar in the Vision and Values**

**Commissioner Horn moved, seconded by Commissioner Leveen, that staff be given the freedom to make editorial changes for consistency and integration of vision and values that don't change the substance of the Commission's final proposal. The motion passed unanimously.**

**Topic: Approval of All Commission Recommendations to Council**

**Commissioner Richards moved, seconded by Commissioner Tousley, to adopt the Commission's "preliminary recommendations."**

Discussion:



Staff clarified the highlighted items in the "Olympia Planning Commission preliminary recommendations" document need final clarification or were tabled by the Commission at an earlier meeting without a final conclusion reached. Staff recommended those items that need clarification or were tabled may be expanded upon by a Commissioner in their individual letters.

Commissioners reviewed and commented on highlighted items:

- Item #26, Policy 4: "adaption" should read "adaptation"
- Item #43: Proposed language is approved.
- Item #49: Proposed language is approved.
- Item #50: GL22: "human" should read "humane"
- Item #56: There is still a need to determine how the policy integrates with Commissioner Ingman's map; needs further clarification by the Urban Corridors Sub-Committee.

-Item #72: Topic B13-Edits to Transportation Chapter  
Commissioner Leveen led a discussion on edits to the Transportation Chapter.

Clarification made that some Commissioners have voted "no" to some of the policy recommendations in the recommendation packet.

**The motion passed unanimously.**

**The recommendation was discussed and closed.**

#### [13-0238](#)          Recommendations for Future Work Plan Items

Commissioner Leveen recommended that transportation staff review Thurston Regional Planning Council (TRPC) Senior Planner Thera Black's comments on the July draft regarding the introductory sections of the Transportation Chapter. He said when the plan addresses climate change, it emphasizes adaptation and not Olympia's role in slowing it; choices made in capital budgeting are influential on the City's role in affecting climate change.

**The recommendation was discussed and closed.**

#### [13-0239](#)          Discuss the Process for Planning Commission's Transmittal to City Council

Staff introduced a proposed outline of elements and a timeline for completion. Staff confirmed there will be documents that highlight the work the Commission completed, including a "track changes" document and a compilation fo all approved motions. Staff said they could also highlight in the revised substantive change list those items that flowed from the Commission's work.

Chair Parker will circulate the draft transmittal letter to all Commissioners, so they can participate in finalizing the letter and in contributing any future work items to the list forwarded to Council.

The report was received.

## 8. APPROVAL OF MINUTES

[13-0220](#) Approval of February 25, 2013 Planning Commission Meeting Minutes

Corrections noted as follows:

Page 1:

Item #2: "adequate" is misspelled

Item #2: should read "to approve..."

Item #2: Motion should read: "...agenda be adopted as amended."

Item #3: Second sentence should read "accepting" and not "excepting"

Page 2:

Item #5: Commissioner Bardin's name is misspelled.

Item #5: First sentence: "Commissioner" is misspelled.

Item #5: Remove an extra "the" from the last sentence of the first paragraph.

Page 3:

Item #6: Second paragraph, Commissioner Bardin's name is misspelled.

Item #6: Last paragraph, "adaptation" is misspelled.

Page 4:

Item #6: Policy 4, "adaptation" is misspelled.

Page 6:

Item #6: GL22, "human" should read "humane."

Page 8:

Item #6: #5 bullet: "language" is misspelled.

**Commissioner Horn moved, seconded by Commissioner Leveen, to approve the minutes as amended. The motion passed unanimously.**

[13-0245](#) Approval of March 4, 2013 Planning Commission Meeting Minutes

Corrections noted as follows:

Page 5: Discussion of items 7 (PL7.6) and 8 (PL7.7) should include the specific policy language that was being voted on:

*PL7.6: Delete all height bonuses and incentives in state capital city policies, and all development codes, and require that "height means height". Delete maximum allowable heights from discretion of city staff or private individuals.*

*PL7.7: Delete "Visual Impact Assessment" analysis and requirements from all development permits.*

**Commissioner Horn moved, seconded by Commissioner Richards, to approve the minutes as amended. The motion passed unanimously.**

## 9. REPORTS

Leadership Team: There will be future discussion in April to clarify the Urban Corridors/Urban Neighborhoods recommendation for Council, including addressing how existing and proposed maps are integrated.

Chair Parker will coordinate with Vice Chair Bardin and Amy Buckler to have a presentation prepared for Council for March 26.

Attendance in April will require all five remaining members to meet a quorum if any actions are to be taken. Commissioners don't intend to make motions or take any votes, but instead to clarify and determine how to present to Council the issues. No official actions will be taken.

Any incompatibilities would be entered into the request for future work plan items.

Chair Parker noted the remaining Commissioners can't change what the full Commission agreed to in their motions. Council will need to address any further substantive issues identified by the Commission.

## **10. ADJOURNMENT**

Commissioners Leveen, Reddick and Tousley noted appreciation for the expertise and perspectives of the Commission and the hard work of staff.

**Commissioner Tousley moved, seconded by Commissioner Reddick to adjourn the meeting. The motion passed unanimously.**