



Meeting Minutes

Planning Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Joyce Phillips
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Monday, July 6, 2015

6:30 PM

Room 207

1. CALL TO ORDER

Chair Richmond called the meeting to order at 6:28 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
Senior Planner Stacey Ray

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

3.A [15-0661](#) Approval of June 15, 2015 Planning Commission Meeting Minutes

The minutes were postponed to the July 20 Planning Commission meeting under File 15-0707.

4. PUBLIC COMMENT - None

5. STAFF ANNOUNCEMENTS

Mr. Bauer discussed progress on the Downtown Strategy and application responses from consultant teams. He briefed the Commission on Action Plan public involvement completion and the Council deadline for review. He reviewed upcoming meetings, updated the Commission on development projects, and explained the staff process for determining priorities regarding development projects.

Discussion:

- Importance of transparency regarding any development of the Kaiser Harrison

location.

- Comprehensive Plan (CP) goals and policies regulations which support the impetus to achieve the plan and whether the action plan includes proactive actions toward achieving the CP.
- What key areas for action will assure future development is consistent with CP.
- Current allowed zoning and uses contributing to differences in residential and commercial builders approach to development.
- Defining highest and best use for consistent application.

6. BUSINESS ITEMS

6.A [15-0654](#) Veterinary Clinic Zoning Code Amendment - Briefing

Mr. Bauer discussed the limited number of zoning districts in which veterinary offices/clinics uses are permitted and the increasing demand for these services in the community.

Discussion:

- Indoors vs. outdoors areas and noise concerns.
- Status of Dog Park.

The report was received.

6.B [15-0658](#) Commercial Design Review Expansion - Continued Deliberation and Possible Recommendation

Mr. Stamm discussed how implementing changes to revise the policy describing the scope of 'design review' will affect development.

Chair Richmond suggested an ad hoc committee to study the issue.

Discussion:

- Expanding the guideline principles to cover all development.
- Difference between Board level and staff level review.
- How other municipalities do design review.
- Benefits of expanding PC role.
- Public hearing requires developers to create additional materials because of greater scope.
- Current jurisdiction and areas where Design Review Board (DRB) is required.

Chair Richmond suggested a postponement of the recommendation after more deliberation and possible meeting with the DRB.

The recommendation was discussed and continued to the Planning Commission due back on 7/20/2015.

6.C [15-0660](#) Off-street Parking Regulations - Briefing

Mr. Stamm gave an overview of the Olympia off street parking rule standards in the

development code section.

Discussion:

- Consideration of supply and demand for Downtown parking.
- Current availability and parameters for meeting 85% of peak need.

The information was received.

6.D [15-0659](#) Annual Retreat Format - Continued Discussion

Chair Richmond discussed possible retreat direction with topics of interest to the Commission and who might facilitate agenda items.

Commissioners discussed their preferences and shared ideas.

Discussion:

- Importance of urban design and application to Olympia.
- Briefing on form based code to learn how it works and how it fits into economic development.
- Urban sprawl/land use transects.
- Eco districts.
- Expectations and opportunities of Council/OPC role relations.

The discussion was completed.

7. REPORTS

Chair Richmond, Commissioner Parker, and Senior Planner Amy Buckler attended the neighborhood centers meeting. She also attended the Land Use and Environment Committee meeting and gave a report. She discussed a meeting with staff about downtown parking.

Commissioner Horn attended the Council Finance Subcommittee meeting and the Olympia Downtown Association meeting and gave reports.

Commissioner Hoppe attended the Parks and Recreation meeting and gave a report.

8. ADJOURNMENT

The meeting was adjourned at 9:12 p.m.