



City of Olympia

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Meeting Minutes Planning Commission

Monday, October 1, 2012

6:30 PM

Council Chambers

Regular Meeting

1. CALL TO ORDER

1.A ROLL CALL

Present: 9 - Commissioner Judy Bardin, Commissioner Roger Horn, Commissioner Paul Ingman, Commissioner Agnieszka Kizza, Vice Chair Larry Leveen, Commissioner Jerome Parker, Commissioner James Reddick, Commissioner Rob Richards, and Chair Amy Tousley

2. APPROVAL OF AGENDA

There was discussion about order of topics, and Approval of Minutes was moved to the end of the meeting.

Commissioner Leveen moved, seconded by Commissioner Richards, to approve the Agenda. Motion passed unanimously.

3. APPROVAL OF MINUTES

[12-0594](#)

Approval of September 10, 2012 Planning Commission Meeting Minutes

Attachments: [Draft Minutes](#)

The Commission requested that motions be formatted so that they can be more easily located.

Commissioner Leveen moved, seconded by Commissioner Richards, to approve the minutes. Motion carried by the following vote:

Aye: 9 - Commissioner Bardin, Commissioner Horn, Commissioner Ingman, Commissioner Kizza, Vice Chair Leveen, Commissioner Parker, Commissioner Reddick, Commissioner Richards and Chair Tousley

4. PUBLIC COMMENT

There were no general public comments.

5. ANNOUNCEMENTS

Associate Planner Amy Buckler reminded the Commissioners that they have a joint public hearing with the Thurston County Planning Commission regarding proposed land use changes and rezones in Olympia's Urban Growth Area. The meeting is

scheduled for 7:00 p.m. on October 22 at the Thurston County Courthouse.

Chair Tousley announced that the City Council will hold a workshop on the Shoreline Master Program on Tuesday, October 2, 2012 at 5:15 p.m. The main subject will be shoreline reaches.

6. BUSINESS ITEM

[12-0599](#)

OPC Initial Deliberation Process

Attachments: [1. OPC Request and Parking Lot list as of 92512](#)

The Commission discussed their initial deliberation process:

- Today is the deadline for additional information requests, and the Commission needs to approve the list by voting on each item. A majority vote will result in the item being on the list.

- Commissioners need to consider whether information is truly needed at this stage in the planning process.

- Commissioners need to talk among themselves during deliberations so that the public can get a sense of potential direction and comment.

- The "information request" easel will capture further information that staff will prepare for final deliberations. The "draft language" easel will capture policy language or other text that staff will prepare for the Commission to consider during final deliberations. The parking lot is a list of things the Commission does not want to forget.

- Sometimes the Commission gets in the weeds with requests for detail.

- The Commissioners will consider what further information may be needed, and send a list via email to Ms. Buckler by Friday, October 5, at 5:00 p.m. The Commission will vote on the list at the October 8 meeting.

The Commission's requested revisions were written on the easels. Staff will maintain the list.

Commissioner Leveen moved, seconded by Commissioner Richards, to approve the revised information request list. The motion passed unanimously.

[12-0589](#)

PUBLIC HEARING & Initial Deliberations on Comprehensive Plan Update: Sub-Area Planning

Attachments: [1. Topic Summary: Sub-Area Planning](#)
[2. Olympia Subareas Map FINAL](#)
[3. Sub-Area July Draft Proposal Public Participation and Partners Chapter](#)
[4. Sub-Area July Draft Text Land Uses and Urban Design Chapter](#)
[5. CNA and City MOU](#)

Associate Planner Jennifer Kenney briefed the Commission about what is proposed in the July Draft regarding sub-area planning, and responded to questions. The Commission received testimony and discussed the proposals.

Summary of Commission Discussion:

- *Focus on proposed goals and policies.*
- *We are deliberating on what's proposed as well as having a back-and-forth with the public.*
- *How will this process educate about the requirements of the Growth Management Act? If we don't address it, every sub-area could say they don't want growth or density.*
- *What are the benefits of sub-area planning?*
- *Program will need to be well-funded.*
- *What's the City's role in implementing plans once they are written?*
- *The proposed sub-area map has fuzzy boundaries that are different from registered neighborhood association boundaries as the intent is to include everyone (all areas of the City), not just registered neighborhood associations.*
- *Concern about integration of sub-area planning with other advisory boards.*
- *Are the boundaries on the proposed map the right ones?*
- *How can we have something about adjacency issues?*
- *The intent of the sub-area planning process is to address specific challenges and opportunities in each sub-area.*
- *Is there something about helping neighborhoods function in case of an emergency? One of the purposes of the process is to offer help with emergency management planning if that is selected by the sub-area as a priority.*
- *Boundary between I and K needs to be examined.*
- *It could take weeks trying to adjust the general boundaries on the proposed map.*
- *Could use a planner to help support neighborhoods, be on their side, educate about planning issues and language, and advocate for them.*
- *Concern about leadership structure for sub-areas.*
- *Need clarity about jurisdiction and how to coordinate between City interests and neighborhood interests.*
- *Need to clarify expectations, including legal, of the process.*
- *Ombudsman for the City would be helpful.*

Summary of Public Comment, including Q&A with Commissioners:

1:27:25 - Bob Jones, representing Coalition of Neighborhood Associations (CNA). Described the CNA's Memorandum of Understanding with the City, as well as other coordination efforts. CNA would like to help to determine the sub-area boundaries, and recommends the boundary map be developed as part of implementation.

1:44:30 - Phil Schulte, representing Hidden Creek NA and himself. Generally, property owners maintain properties. Section IV of the MOU states that the CNA will provide input on growth and density. Also spoke about high density in urban corridors and connections.

1:52:38 - Carl See. Mr. See commented that the proposed sub-area map is a good start, but there are issues that need to be resolved, such as historical relationships between neighborhoods and dividing current neighborhood associations. Supports idea of establishing boundaries during implementation as long as policies provide good structure for it. Neighborhoods need to understand, be able to visualize what increased density would look like.

02:00:10 - Barb Scavezze. Would like to see emergency planning as part of sub-area planning process. Adaptive planning should be addressed by Plan. Spoke about other needed environmental services, such as pertaining to water storage and purification.

02:03:30 - Lloyd Goodwin. Need to discuss urgency and consensus of sub-area planning. Spoke about needed changes to the current development application approval process. Trust is also an important issue.

02:09:20 - Rachel Newman, speaking for herself tonight. Made several comments: community vision is not clearly stated in the Plan; supports urban designer involved in the process; helpful to have a neighborhood manager at the Executive level; doesn't want City to rely too much on volunteer efforts because people are busy and could lead to failure.

02:15:50 - Walt Jorgenson. Mr. Jorgenson stated that involving neighborhoods in the planning process is essential, and it needs to involve real people interacting and concrete results. Utility Billing Statements and visualization software are good communication tools.

02:20:40 - Bob Jacobs. Pleased with development forums idea in MOU, however says this will occur only if requested. City staff should strongly suggest to developers to do this. City can't cede authority to neighborhoods. A better term than "plan" should be used so expectation is accurate. An average of 4,000 people live in each sub-area, so challenges to communication and involvement should be adequately addressed.

02:24:30 - Bethany Weidner. Establish boundaries only after it is determined what this process is. Ms. Weidner spoke about addressing barriers and resolving other various issues.

02:27:35 - Gus Guethlein. There has been a program for neighborhood grants and a staff advocate for neighborhoods for years.

02:28:35 - Chair Tousley closed the public comment portion of the meeting.

Ms. Buckler demonstrated the search function on the online Comprehensive Plan. There are also instructions on the Imagine Olympia home page.

Summary of Commission discussion, including Q&A with the audience:

- There is no requirement to have a sub-area map in the Plan, but if not included, clear direction should be in policy language.

- Proposed Plan is not specific enough in certain areas.
- Strong language regarding emergency services is extremely important.
- Policy to preserve existing housing stock seems to be conflict with idea of HDC's.
- What resources are needed to do sub-area planning (financial, etc.)

Following discussion, items were added to the Commission's three lists. The lists will be maintained by staff.

The public hearing was held and closed.

7. Continued Discussion of Environment Topics

There was not time to address this topic.

8. REPORTS

Commissioner Horn reported on the Finance Subcommittee. They meet on October 3, 2012 to discuss their recommendation on the long-term financial strategy. He requested that the Commission review the draft recommendations he sent out via email.

Chair Tousley reported on Leadership Team. They met last Friday regarding recalibrating the initial deliberation process. They meet again this Friday, October 5, 2012.

Commissioner Leveen reported on BPAC. The City launched its Neighborhood Pathways program to improve non-motorized rights-of-way in neighborhoods. He will forward an email to the Commission regarding the application process for this program.

Chair Tousley reported on the Council's Land Use & Environment Committee. The City Council has referred Urban Agriculture code amendments to the Commission, and requests a recommendation be completed this year. Issues include chickens, food stands and fences and walls. They also discussed the implementation strategy, and want a user friendly document. The City will move forward with two annexations (areas 9 & 10) on the City's westside.

9. OTHER TOPICS

10. ADJOURNMENT

Chair Tousley adjourned the meeting at 9:47 p.m.

Accommodations

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Advisory Committee meeting, please contact the Advisory Committee staff liaison (contact number in the upper right corner of the agenda) at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or

1.800.833.6384.