



# Meeting Minutes

## Planning Commission

City Hall  
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Olympia, WA 98501  
Contact: Todd Stamm  
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**Monday, July 20, 2015**

**6:30 PM**

**Room 207**

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**1. CALL TO ORDER**

Chair Richmond called the meeting to order at 6:29 p.m.

**1.A ROLL CALL**

**Present:** 8 - Chair Carole Richmond, Vice Chair Kim Andresen, Commissioner Jessica Bateman, Commissioner Max Brown, Commissioner Darrell Hoppe, Commissioner Roger Horn, Commissioner Jerome Parker, and Commissioner Robert Ragland

**Excused:** 1 - Commissioner Missy Watts

**OTHERS PRESENT**

Community Planning and Development Senior Planner Stacey Ray

**2. APPROVAL OF AGENDA**

The agenda was approved.

**3. APPROVAL OF MINUTES**

[15-0707](#) Approval of June 15, 2015 Planning Commission Meeting Minutes

The minutes were approved as amended.

[15-0708](#) Approval of July 6, 2015 Planning Commission Meeting Minutes

The minutes were approved.

**4. PUBLIC COMMENT - None**

**5. STAFF ANNOUNCEMENTS**

Ms. Ray discussed the status of development projects and decisions made by the Land Use & Environment Committee (LUEC) at their July 16, 2015 meeting.

Discussion:

- Request for a broader scope report of tenant improvement projects.

- Continuing involvement of PC in determining compatibility of land use and Comprehensive Plan (CP) goals, and the potential use of incentives to foster achievement.
- Request for staff presentation with background material on zoning ordinance areas of consistency and inconsistency with the CP.

## 6. BUSINESS ITEMS

### [15-0706](#) Veterinary Clinic Zoning Text Amendment - Briefing and Public Hearing

Ms. Ray outlined the proposed ordinance allowing veterinary offices/clinics in additional zoning districts, presented a map of areas affected, and discussed reasons for the expedition of the issue.

#### Discussion:

- Current zoning does not allow medical or veterinary clinics in neighborhood centers.
- Differences between conditional and permitted use, and possibility of making this a conditional use permit for neighborhood centers.
- Questions about clinic parking would need to be determined before a conditional use is allowed.
- The impetus for change is an increasing demand and interest in expanding these services into other zones.
- Which code or agency would oversee noise and outdoor time limits.

The Public Hearing was opened and closed at 7:10 p.m. with no public comment. The written record was closed.

Commissioner Parker moved, seconded by Vice Chair Andersen, to recommend to Council the proposed ordinance permitting veterinary offices/clinics use in these additional zoning districts: Medical Services (MS), Professional Office/Residential MultiFamily (PORM), Downtown Business (DB) and High-Density Corridor 1 (HDC-1).

**The motion passed unanimously.**

**The public hearing was held and closed.**

### [15-0703](#) Commercial Design Review Expansion - Continued Deliberation and Possible Recommendation

Vice Chair Andresen recommended postponement of the discussion due to absence of Commissioner Watts.

Prompted by Vice Chair Andresen, the Commission discussed Vice Chair Andresen's subject expertise and possible conflicts of interest. The Commission did not find any conflict regarding this issue and supported her continuing presence at all discussions as appropriate.

Discussion:

- The tension between good design and property owner's desire to do what they want with their property.
- The redundancy of having both staff and Design Review Board (DRB) oversight.

Commissioner Brown moved, seconded by Commissioner Bateman, to recommend to City Council changing the responsibilities of the DRB to work only on policy and code recommendations, and not be part of the approval process for project specific designs.

Discussion:

- Code review by the DRB could support crafting better codes.
- Changing the purview of the DRB necessitates a public hearing.
- How this change would impact staff.
- Importance of maintaining the current oversight as a public venue to receive comments on controversial projects.
- Problems resulting from inconsistent execution implementation of permits at construction.
- The Board's expertise adds value to the process and to staff knowledge.
- Building codes should be studied and serious work undertaken to make revisions, rather than changing the standards for DRB.
- Critical value of public engagement as part of the DRB meeting process.

Commission will continue to discuss the recommendation and tentatively planned to hold a briefing and public hearing on Commissioner Brown's motion.

**The recommendation was discussed and will continue at the next Planning Commission meeting on 8/3/2015**

[15-0711](#) Annual Retreat Format - Continued Discussion

Commissioner Brown moved, seconded by Commissioner Hoppe, to approve the retreat agenda.

**The motion passed unanimously.**

The Commission discussed proceeding with defining the PC role and who might be invited to the retreat for relevant support.

**The discussion was completed.**

## **b 7. REPORTS**

Commissioner Hoppe was not able to attend the DRB meeting but gave a report based on his reading of the staff reports.

Commissioner Ragland attended the Arts Commission meeting and gave a report.

Chair Richmond attended the Capital Facilities Plan and the Land Use and

Environment Committee meetings and gave reports.

Commissioner Bateman attended the Capital Facilities Plan and PC Finance Subcommittee meetings and gave reports.

Commissioner Brown announced the July 21, 2105 CC meeting for the Metropolitan Parks District.

## **8. ADJOURNMENT**

The meeting was adjourned at 8:21 p.m.