



Meeting Minutes

Planning Commission

City Hall
601 4th Avenue E
Olympia, WA 98501
Contact: Joyce Phillips
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Monday, August 1, 2016

6:30 PM

Room 207

1. CALL TO ORDER

Chair Mark called the meeting to order at 6:26 p.m.

1.A ROLL CALL

Present: 7 - Chair Brian Mark, Vice Chair Mike Auderer, Commissioner Paula Ehlers, Commissioner Darrell Hoppe, Commissioner Jerome Parker, Commissioner Carole Richmond and Commissioner Missy Watts

Excused: 1 - Commissioner Negheen Kamkar

Absent: 1 - Commissioner Travis Burns

OTHERS PRESENT

CP&D Deputy Director Leonard Bauer
Senior Planner Joyce Phillips
Senior Planner Linda Bentley
Office Specialist Stacey Rodell
Administrative Services Director Jane Kirkemo
Olympia School District (OSD) Assistant Superintendent Jennifer Priddy
OSD Capital Investment and Facilities Maintenance Executive Director Alan Tyler
OSD Capital Planning and Construction Architect Kurt Cross
Olympia Northeast Neighborhoods Alliance (ONNA) Vice Chair Don Law
ONNA Webmaster Jay Elder

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES - None

Minutes from the July 25, 2016 Planning Commission will be available at the August 15, 2016 meeting.

4. PUBLIC COMMENT - None

5. STAFF ANNOUNCEMENTS

Ms. Phillips announced the following:

1. Cascadia Development is proposing to construct a senior living facility,

Fieldstone Memory Care, between 7th Ave SW and 9th Ave SW, near Capital Medical Center.

- One story 37,447 square foot memory care facility (45 units with 57 beds)
 - Three story 96,918 square foot assisted living facility (96 units with 120 beds)
 - 101 parking spaces on site, with 37 parallel stalls on new street, 138 spaces
 - There will be a neighborhood meeting on August 4, 2016.
2. The Parkside Plat is a proposed 75-lot subdivision located at 3200 Cooper Point Road. It is proposed to go to public hearing before the Hearing Examiner on August 22, 2016.
 3. Courtyard Hotel received land use approval on June 29, 2016. Staff is waiting for revisions to show compliance with approval requirements on the final site plan.
 4. Olympia Public Works submitted an application for a conditional use permit for the construction of a water reservoir and associated infrastructure including water main and access road. The site is accessed from Morse Merriman Road and is located east of LBA Park.
 5. An application has been submitted for Green Cove Park, a proposed subdivision of approximately 50 acres into 177 residential lots and 10 tracts. It is located on Cooper Point Road NW, north of 20th Ave NW. There is a neighborhood meeting scheduled for August 11, 2016 at 6:30 p.m. to learn more about the project.
 6. Ms. Phillips informed the Planning Commission the public comment period for written comments on the Capital Facilities Plan, the subject of the public hearing, would remain open until 5:00 p.m. on Friday, August 5, so the Commission will not take any action on that item until its meeting on August 15. However, the Planning Commission can take action during the public meeting on the second business item, the ONNA Subarea Plan. The Commission had the opportunity to confirm its consistency with the Comprehensive Plan and make a recommendation that Council accept the plan as is, or to write a letter to Council recommending acceptance but with further comments, or to take no action. The Commission's recommendation can be verbal or in writing. If made in writing the memorandum must indicate the vote on the item and the chair will determine who will present it to the Council in a public meeting.

6. BUSINESS ITEMS

6.A [16-0888](#) Capital Facilities Plan for 2017-2022 - Public Hearing

Ms. Priddy presented information about OSD in relation to the 2017-2022 Capital Facilities Plan (CFP). In short the CFP answers:

1. What new construction or new portables are required in the next 6-7 years?
 - Of these investments, which are necessary to respond to enrollment growth?
 - Which are not related to growth, but are necessary assuming new state class size policy?
2. In order to off-set the cost of growth, what is the 2017 impact fee for single-family and multi-family construction?

She reviewed:

- District policy assumptions.
- Room for class size reduction or enrollment growth but not both.
- Total classrooms needed.
- Total projects in next 6 years.
- Historical impact fees.
- Draft of neighboring impact fee rates.

Ms. Kirkemo presented the preliminary 2017-2022 CFP. Each year the presentation of the CFP is the beginning of the annual budget process. The 2017 - 2022 CFP went before the Council's Finance Committee on July 13, 2016 and before the full Council on July 19, 2016 for an early look at the plan. It was an opportunity for the Committee or Council to direct staff to look at other projects, funding sources etc. The proposed 2017 - 2022 CFP is the first plan to include new projects since the recession. This is also the first plan developed since hiring an economic development director, increasing the Transportation Benefit District (TBD) fee, and establishing the Metropolitan Parks District (MPD). This plan assumes the MPD board sets a rate and begins collecting revenue in 2017.

There are many exciting changes in the 2017 - 2022 CFP. The new plan:

- Reflects acquiring at least 200 acres of park land in the next six years. This is the most significant change in the CFP. The MPD supports at least \$10 million in funding for land acquisition.
- Estimates the preliminary CFP is \$142 million, up 3% over the current CFP.
- Shifts focus from utility projects (one-third) to general government projects (two-thirds).
- Reflects a one-time real estate excise tax (REET) increase of approximately \$750,000 from the sale/acquisition of west side medical facilities.
- Doubles the TBD revenue, providing a total of \$1.5 million for transportation projects. The TBD Board approved a \$20 per vehicle fee increase, bringing the total to \$40 per vehicle per year.
- Includes an update to the American with Disabilities Act (ADA) transition plan. Work will be done in 2017 on updating the plan for all City-owned buildings and park facilities.

Ms. Kirkemo reviewed:

- CFP funding sources.
- What makes up Capital Improvement Program (CIP) revenues.
- The REET and utility tax collected from 2004-2015, 2016 budgeted amount and 2017 estimate amount.
- Utility tax on cable.
- What is not included or underfunded.
- Next steps:
 - Council public hearing will be on October 18, 2016.
 - Public hearing on capital and operating budget will be on November 15, 2016.

- Adoption of the CFP by the Council is scheduled for December 13, 2016.

Chair Mark closed the briefing and opened up the public hearing.

Members of the Public spoke.

Bob Jacobs:

- Suggested asking former Planning Commission member Roger Horn to assist on the planning process of the 2017-2022 CFP.
- Said he would be willing to help out with the CFP in any way he can.
- Has concerns about delays in street maintenance and the costs associated with the delays.
- Has concerns about building maintenance.
- Feels utility tax revenues are not as constraining as general fund revenues, occasionally resulting in projects being done that just aren't worth the expense.
- Feels the funding approach by Timberland Regional Library system is quite inequitable.
- Spoke about the property taxes in relation to funding schools.

Paul Elwood:

- Feels there is absence of adequate funding for bicycle facilities in the CFP and the absence will prohibit the City from meeting its goal of reducing greenhouse gas emissions.

Chair Mark provided a reminder that public comments will be accepted until 5:00 p.m. on August 5, 2016. He closed the public hearing.

Commissioner Parker reviewed written comment submitted by member of the public, Roger Horn.

The public hearing was held and closed.

6.B [16-0881](#) Olympia Northeast Neighborhoods Alliance (ONNA) Subarea Plan Review and Discussion of Implementation

Chair Mark stated he has direct personal connection with this plan and asked if anyone who would like him to recuse himself. There were no objections to his participation as a Planning Commissioner on this issue.

Ms. Bentley provided an update of the final plan. The draft plan was presented to the Planning Commission in April 2016. Mr. Law and Mr. Elder provided additional clarification to the Commission.

Chair Mark made the following recommendations:

- Adding a contact person from ONNA to the ONNA Subarea Plan, who would be available to assist the next neighborhood in forming a subarea plan.
- Adding the intention of the decision making process by clarifying what "responsible party" means.
- Incorporate general discussion items into the plan.

- Include estimated expenses for communication mailings into the plan to assist future subarea planning.

Chair Mark moved, seconded by Commissioner Richmond, to confirm ONNA Subarea Plan is consistent with the Comprehensive Plan and recommend City Council accept the subarea plan. The motion passed unanimously.

7. REPORTS

Commissioner Parker reported on the most recent Arts Commission meeting regarding the Gateways project.

Chair Mark reported on the Community Transitional Services (CTS) meeting he attended. This is a program designed to assist people who are re-entering society after incarceration. He urged the Commission when making decisions to consider these individuals and avoid hindering their success if possible.

Commissioner Watts reported on the most recent Downtown Strategy Stakeholder Work Group meeting she attended. Ms. Phillips indicated Ms. Buckler would be presenting a briefing on the Downtown Strategy at the Commission's September 19, 2016 meeting. Ms. Rodell indicated there is a Downtown Strategy Stakeholder Work Group meeting on September 14, 2016.

Commissioner Hoppe spoke about a recent Design Review Board meeting regarding Phase I of the Briggs housing project.

Vice Chair Auderer spoke about a recent correspondence with a developer and a possible upcoming development project at the former Les Schwab building location.

Commissioner Parker inquired about the Columbia Place project. Ms. Phillips indicated this project is scheduled to go to public hearing before the Hearing Examiner on August 29, 2016.

8. OTHER TOPICS

Chair Mark asked if there was interest in forming a sub-committee of the Planning Commission to review the Capital Facilities Plan. Commissioner Parker volunteered to contact Roger Horn to see if he would like to help out on the sub-committee and will coordinate a meeting of the sub-committee of interested Commissioners with the assistance of Ms. Phillips.

The Commission continued discussion regarding its yearly retreat.

9. ADJOURNMENT

The meeting was adjourned at 9:09 p.m.