



# City of Olympia

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## Meeting Minutes Planning Commission

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**Monday, March 3, 2014**

**6:30 PM**

**Room 207**

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### **1. CALL TO ORDER**

Chair Brown called the meeting to order at 6:30 p.m.

### **1.A ROLL CALL**

**Present:** 7 - Commissioner Jessica Bateman, Commissioner Carole Richmond, Commissioner Missy Watts, Chair Max Brown, Commissioner Jerome Parker, Vice Chair Kim Andresen, and Commissioner Judy Bardin

**Excused:** 2 - Commissioner Darrell Hoppe, and Commissioner Roger Horn

### **OTHERS PRESENT**

City Manager Steve Hall, Community Planning and Development Deputy Director Leonard Bauer, Associate Planner Amy Buckler

### **2. APPROVAL OF AGENDA**

**The agenda was approved.**

### **3. PUBLIC COMMENT - None**

### **4. ANNOUNCEMENTS**

Mr. Hall spoke informally about the Comprehensive Planning process. He discussed the opportunity presented by the recent work session to better address the issues that were considered at the session.

Chair Brown outlined the recommendations for the nineteen issues under discussion. The Commissioners agreed to write a short paragraph explaining the original intent of the Commission, and the historic reasoning leading to the final recommendation. He discussed the Leadership Team meeting and how the Commission intends to move forward on clarifying their intent for past and future recommendations.

Ms. Buckler recommended the March 17, 2014 PC meeting as a time for discussion of other questions related to number 6, 7, and 8 on the matrix.

**Commissioner Parker moved, and it was seconded, to bring back these 3 issues**

for discussion at the March 17, 2014 meeting. The motion passed unanimously.

## 5. INFORMATION REQUESTS

Mr. Bauer clarified that the meeting tomorrow concerns the interlocal agreement, an agreement between the City, County and Fire District that is required before any annexation. Once that agreement is in place annexation goes on the Council's agenda. Historically the Planning Commission has not had a role in annexation. In response to a question from the Commission, he explained how one of the proposals for a subdivision near the LBA Park had been appealed and is not currently being considered, and another proposal involved a City purchase of five acres.

Ms. Buckler clarified the role of the Planning Commission as an advisory committee to the Council.

Mr. Bauer explained the differences between designating an issue to review by the Land Use and Environment Committee, a Work Session, or a Public Hearing. He stressed the importance of having a Planning Commission member at the Land Use and Environment Committee meetings to give background information on their recommendations.

## 6. BUSINESS ITEMS

### [14-0210](#) PUBLIC HEARING on Zoning Text Amendment - Professional Office/Residential Multifamily (PO/RM) Zoning District

Vice Chair Andresen recused herself because of professional relationships with some of the affected property owners.

Mr. Bauer discussed the study done by ECONorthwest regarding the development potential of five "Opportunity Areas" in the City. The study found the long term market for office development in the area is very weak. The proposed change was initiated because the amount of housing and lack of retail services provide an opportunity for a mix of development that would be beneficial. The current PO/RM zoning prohibits retail commercial development over 10,000 sq. ft. The proposed language would designate a 5,000 sq. ft. building area to one acre of land establishing a proportional relationship between square footage and the size of the lot. He was asked to give examples of buildings that had a 30,000, 50,000 and 60,000 sq. ft. space. He described the Design Review Districts in the area.

Ms. Buckler used the Safeway Building to help illustrate the size of a building and its proportion to acreage.

The oral public hearing was opened and closed at 7:00 p.m. with no public comment.

**The public hearing was closed at 7:00 p.m. Written comment may be submitted until 5:00 p.m. on March 10, 2014.**

[14-0213](#)

## Briefing on Inter-Jurisdictional Planning Relationships

Ms. Buckler gave a presentation on Inter-Jurisdictional Planning Relationships and outlined how the City gets its authority to make and enforce regulations, the legal requirements for compliance with state, federal and Native American agencies, and how some laws create limits. She referenced where the location of those regulations are on the City website. She answered questions about the process used by Thurston County Regional Planning (TCRP) to make decisions that affect city owned property and land.

Mr. Bauer shared the history of the annexation process in the area and further explained the methodology and criteria used by the City and County for annexation.

**The report was received.**

## 7. REPORTS

Chair Brown announced a meeting organized by City Administration Services Director Jane Kirkemo for all advisory boards' chairs and vice chairs on March 12, 2014.

Parks and Recreation Committee:

Commissioner Bateman will step down as the liaison.

Heritage Committee:

Commissioner Bardin gave reports on the Tree Committee and the Heritage Committee meetings.

Bicycle and Pedestrian Committee:

Commissioner Parker reported on the discussion and dilemmas concerning bike boulevards and commented on BPAC's detailed set of recommendations for the Comprehensive Plan.

Members of the Planning Commission and staff met with representatives of the development community in an effort to better understand general issues related to development in Olympia and improve relationships.

Commissioner Bardin questioned Commission members and staff who attended two meetings on January 31 and March 3, 2014 with developers. She asked for information regarding the nature of the meetings, what was discussed, and expressed her concern regarding not being included in notification for the meetings.

## 8. ADJOURNMENT

Chair Brown adjourned the meeting at 8:13 p.m.