



Meeting Minutes - Draft
Land Use & Environment Committee

City Hall
601 4th Avenue E
Olympia, WA 98501
Information: 360.753.8244

Thursday, March 16, 2017

5:30 PM

Council Chambers

1. CALL TO ORDER

Chair Hankins called the meeting to order at 5:33 p.m.

2. ROLL CALL

Present: 3 - Chair Julie Hankins, Committee member Clark Gilman and Committee member Nathaniel Jones

OTHERS PRESENT

City Manager Steve Hall
Community Planning and Development staff:
Director Keith Stahley
Deputy Director Leonard Bauer
Associate Line of Business Director Karen Kenneson
Senior Planner Joyce Phillips
Senior Planner Amy Buckler
Office Specialist/Minutes Recorder Stacey Rodell
Public Works Line of Business Director Debbie Sullivan

3. APPROVAL OF AGENDA

The agenda was approved.

4. APPROVAL OF MINUTES

- 4.A** [17-0221](#) Approval of February 16, 2017 Land Use and Environment Committee Meeting Minutes

The minutes were approved.

5. COMMITTEE BUSINESS

- 5.A** [17-0261](#) Parking Strategy Update

Ms. Kenneson provided a Parking Strategy update. She reviewed the following:

- Work so far
 - Build parking inventory
 - Advisory committee meetings (ongoing)
 - Existing conditions report and code audit

- Stakeholder interviews (ongoing)
- Postcard distribution
- Video
- Online survey - 2600 responses
- Field data collection
- Begin to build Park+ model
- What's next - Spring 2017
 - Compile data collection and survey results
 - Parking garage feasibility analysis
 - Public open house (late May)
 - Consultant prepare report and recommendations
 - Advisory committee meetings
 - Residential parking counts
 - Park+ model
- Early summer - June 2017
 - Draft report

Mr. Stahley explained Public Work's Debbie Sullivan would be joining this project in a project manager capacity.

The report was received.

5.B [17-0230](#) Sign Code Update Briefing

Ms. Phillips provided an update on the Sign Code revision progress. She reviewed the following via a PowerPoint presentation:

- Public participation plan
- Legal analysis - key findings, time, place, manner and emerging themes
- Policy focus areas
- Temporary signs
- Building mounted signs
- Next steps in the update process

The information was received.

5.C [17-0244](#) Urban Design Regulation Update

Ms. Buckler presented an overview on one of the first actions of the Downtown Strategy which is updating the City's Downtown Design Guidelines. She reviewed the following via a PowerPoint presentation:

- Basic Objectives
 - Simplify
 - Avoid vague language
 - Update illustrations
 - Address character areas
 - Integrate with other code provisions
 - Re-examine "pedestrian oriented streets"

- Address Historic District review
- Incorporate Crime Prevention Through Environmental Design (CPTED) principles
- Update mixed-use standards
- Add private open space requirements
- Incorporate view protection regulations
- Guideline Topics
 - Site planning
 - Site design
 - Building design

She also reviewed the next steps in the process and schedule for 2017 including the April 12, 2017 open house.

The Committee unanimously agreed to direct staff to proceed with the proposed timeline, technical work group and preliminary scope of work for updating the Downtown Design Guidelines.

6. REPORTS AND UPDATES

Mr. Stahley presented a handout to the Committee and discussed the work being done by the Heritage Commission and the consultant team downtown. They have been doing inventory work defining historic character features. The work may result in expanding the historic district, nominating additional properties to be added to the National Historic Register and possibly designating a new historic district. So far the character areas have been identified as: light industrial and automotive, warehouse and light industrial, commercial corridor and residential concentration areas. The consultant team and Ms. Sadlier, Historic Preservation Officer will be coming before the LUEC Committee in May to present the final results of the inventory project.

Mr. Bauer briefly discussed the upcoming Boundary Line Adjustment (BLA) code amendments that will be coming before Council in the near future.

Mr. Stahley presented information regarding a Downtown Public Restroom Master Plan which was requested at the Council Retreat. Mr. Stahley contacted the consulting firm Young Architecture LLC who provided a fee proposal for the Master Plan. He presented this fee proposal to the Committee to receive direction on further action of this Plan. The Committee was in unanimous support of staff moving forward with this Plan.

Mr. Stahley presented a brief update regarding Big Rock Capital and the purchase and sale agreement of the former Griswold's property.

Mr. Stahley provided an update regarding the Water Street Development Area.

The next Land Use and Environment Committee meeting will be on April 20, 2017.

7. ADJOURNMENT

The meeting adjourned at 7:03 p.m.