



# Meeting Minutes

## Planning Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501  
Contact: Joyce Phillips  
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**Monday, March 6, 2017**

**6:30 PM**

**Room 207**

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**1. CALL TO ORDER**

Chair Mark called the meeting to order at 6:35 p.m.

**1.A ROLL CALL**

There was not a quorum present.

**Present:** 4 - Chair Brian Mark, Vice Chair Mike Auderer, Commissioner Darrell Hoppe and Commissioner Carole Richmond

**Excused:** 3 - Commissioner Travis Burns, Commissioner Paula Ehlers and Commissioner Missy Watts

**Absent:** 1 - Commissioner Negheen Kamkar

**OTHERS PRESENT**

Community Planning and Development:  
Deputy Director Leonard Bauer  
Senior Planner Joyce Phillips  
Senior Planner Amy Buckler  
Office Specialist/Minutes Recorder Stacey Rodell  
MAKERS: John Owen

**2. APPROVAL OF AGENDA**

There was not a quorum present, therefore this item could not be voted upon.

**3. APPROVAL OF MINUTES**

**3.A** [17-0227](#) Approval of the February 27, 2017 Olympia Planning Commission Meeting Minutes

**Due to a lack of a quorum, approval of the minutes was postponed to the March 20 Planning Commission meeting under File 17-0278.**

**4. PUBLIC COMMENT - None**

**5. STAFF ANNOUNCEMENTS**

Ms. Phillips announced the following:

- The Parking Strategy survey is open through the end of the day - March 6, 2017. As of noon - March 6, 2017, over 2,600 participants have taken the survey.
- At its March 7, 2017 meeting the Council will consider a charter for an Ad Hoc Committee on Housing Affordability. The Committee will have its first meeting on March 10, 2017 at 3:15 p.m. in Council Chambers at City Hall. The Ad Hoc Committee on Housing Affordability will consist of Chairs of the three standing City Council Committees (Councilmember Roe, Councilmember Hankins and Councilmember Cooper). Community Planning and Development Director Keith Stahley will be the primary staff liaison to the Committee.
- The *Plans in Progress* page on the City's website has recently been updated. It now includes links to webpages on the Missing Middle housing project and Sea Level Rise planning. She provided a copy of the recently updated Major Planning Projects timeline.
- The Missing Middle housing work group will have its first meeting on March 14, 2017 from 4:30 p.m. to 6:00 p.m. at City Hall, Council Chambers. The work group will be chaired by Planning Commissioner Richmond.

## 6. BUSINESS ITEMS

### 6.A [17-0220](#) Briefing on Downtown Design Guidelines Update

Mr. Owen presented a briefing on Downtown Design Guidelines update via a PowerPoint presentation. He reviewed the following:

#### 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

Next steps/schedule 2017 including the potential April 12, 2017 Open House.

Commission Discussion:

- Vice Chair Auderer stated he would like to see the City's building official be involved early in the process to ensure design guidelines are financially realistic.
- Commissioner Richmond would like to see harmony when addressing the many different styles of Downtown buildings.
- Commissioner Hoppe stated:
  - He would like to see the festival street going from Sylvester Park to 4th Avenue.
  - He feels the view observation points should encompass a larger area than what was analyzed.
  - He has concerns about the design guidelines for the Backflow Prevention Assembly (BPA) locations. Mr. Bauer indicated it is being reviewed.

**The report was received.**

**6.B**     [17-0224](#)     Recommendation on the Downtown Strategy Draft

Ms. Buckler indicated the goal was to have the Commission's recommendation letter completed by the March 20, 2017 Planning Commission meeting. Ms. Buckler and Mr. Owen addressed public comments that were made at the public hearing on February 27, 2017. She handed out copies of written comments received during the public comment period as well as a matrix summarizing all public comments received (both verbal and written) and provided clarification on the comments.

Commission recommendations and discussion:

- Enhancements to crosswalks needed
- Streetlight type should reflect the character areas
- Building scale/height and providing interest with design
- A data pictorial explanation of the Downtown Strategy process similar to the one being done for the Action Plan
- Add language to the Retail Chapter to emphasize the importance of the Downtown Ambassador program and the Welcome Center
- Emphasis on emergency management - could add in language referencing the emergency response plan to the DTS
- Department of Commerce and the Department of Ecology referenced as partners in the *Sea Level Rise* chapter under the partners section
- Reference the Critical Areas Ordinance (CAO) in the Sea Level Rise chapter in regards to Best Available Science (BAS) around frequently flooded areas
- Incorporate a cost analysis for potential flood damage to existing buildings
- Citizen work group to inform the community about the Sea Level Response plan and it should remain an on-going group
- Revision to a sentence in the *Homelessness* chapter: - "Convene a broad range of community stakeholders, including social service providers, business owners, housed and homeless Downtown residents, Downtown business patrons, agency/ City/County representatives, and other relevant sub-groups, to develop an action plan leading to a more coordinated response to

homelessness and street dependency and the impacts to Downtown”. Chair Mark stated in his experience with the homeless, it will be difficult for the City to "convene" the homeless to a meeting. He would like to see the language rewritten to read “Actively engage the homeless Downtown residents to gather feedback” and not require them to come to a meeting.

- Incorporate the body of work being done by Aaron Rodriguez in response to homelessness
- Incorporate intention of future plans by cross referencing other City plans (e.g. Parks Plan, Shoreline Master Plan, Emergency Management Plan etc.)
- Website suggestion of moving Ms. Buckler’s contact information to the top of the website and also add in a “how we got here” section
- Flood proofing - 16 feet may be insufficient
- *Homelessness* Chapter - add an emergency relocation plan in response to development causing displacement. Connect with the homeless proactively before development occurs and direct them to services.
- Make sure to emphasize the 5 year implementation cycle

Ms. Buckler referenced the public comments matrix and asked the Commission to address the areas where staff is seeking direction.

Parklets were briefly discussed and will be addressed further during the design guidelines update.

Chair Mark will compose a draft a letter of recommendation for the Downtown Strategy to City Council and it will be reviewed at the next Planning Commission meeting.

**The recommendation was discussed and continued to the March 20 Planning Commission meeting under File 17-0274.**

- 6.C      [17-0226](#)      Recommendation on Draft Amendments to Critical Areas Ordinance (CAO)

**There was a consensus to table this business item until the March 20 Planning Commission meeting.**

## 7.      **REPORTS**

Commissioner Richmond attended the Artesian Commons Leadership Committee meeting March 2, 2017.

Chair Mark discussed the upcoming Arts Commission meeting he is planning on attending.

Vice Chair Auderer attended the Olympia Community Care Center neighborhood meeting March 1, 2017.

**8. OTHER TOPICS - None**

**9. ADJOURNMENT**

The meeting adjourned at 9:20 p.m.