



City of Olympia

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Meeting Minutes - Draft Planning Commission

Monday, August 5, 2013

6:30 PM

Room 207

1. CALL TO ORDER

The meeting was called to order at 6:34 p.m.

1.A ROLL CALL

Present: 8 - Chair Jerome Parker, Vice Chair Judy Bardin, Commissioner Kim Andresen, Commissioner Jessica Bateman, Commissioner Max Brown, Commissioner Roger Horn, Commissioner Carole Richmond, and Commissioner Missy Watts

Absent: 1 - Commissioner Darrell Hoppe

OTHERS PRESENT

Guests: Jennifer Priddy, Olympia School District
Jane Kirkemo, City of Olympia
Donna Buxton, City of Olympia
Staff: Jennifer Kenny, Associate Planner
Todd Stamm, Planning Manager

2. APPROVAL OF AGENDA

Vice Chair Bardin asked to amend the agenda to add a discussion of the Downtown Master Plan (DMP) Task Force. The DMP is a work plan item for the OPC so she feels the Commission should offer input. The item will be added to 6D on the agenda.

The agenda was approved as amended.

3. PUBLIC COMMENT

None.

4. ANNOUNCEMENTS

Chair Parker reminded Commissioners about their upcoming retreat. He said that "procedures" is a good topic to add to the agenda.

Chair Parker added that tour guide Dixie Havlac has offered to lead a tour downtown for Commissioners, on a date to be determined.

Commissioner Horn said that he was invited to address the Olympia Downtown Association Economic Development Committee on the topic of the OPC's proposed work on downtown. The meeting will be held on Thursday, August 8, at 8:15 a.m.

5. INFORMATION REQUESTS

Chair Parker asked Staff Stamm for an update on the Briggs development master plan and about a property on Evergreen Parkway.

6. BUSINESS ITEMS

6.A 13-0527 Briefing and PUBLIC HEARING on the Preliminary Capital Facilities Plan (CFP)

Attachments: [1. 2014 CFP Funding Reports](#)
[2. 2014 CFP Calendar of Events](#)
[3. Link to the 2014-2019 Preliminary CFP](#)

Staff Jane Kirkemo presented information on the City's preliminary CFP, followed by Jennifer Priddy, who presented on the Olympia School District's CFP.

Ms. Kirkemo described how the Growth Management Act (GMA) affects the CFP, and how the planning process for the CFP works. This year Comprehensive Plan goals and policies are included. The main work of the CFP is focused on maintenance of existing facilities and utilities. Ms. Kirkemo also described the CFP's funding structure.

Commissioner Horn explained the OPC's essential role is to be sure the CFP is consistent with GMA. He added that the OPC goes beyond this role to advise the Council on what the Commissioners think is important to add to the CFP, especially as it pertains to the Comprehensive Plan update. The OPC will need to share formal recommendations with the Council by October 8, 2013.

Ms. Priddy presented information about the current Olympia School District's (OSD) CFP. She explained the role of the CFP, how the impact fees are calculated, and the major components of the CFP.

Some Commissioners asked the speakers follow-up questions about topics such as other sources of funding and areas of increased enrollment, among others.

Chair Parker opened the meeting to members of the audience for the public hearing. There were no comments and the hearing was closed.

The public hearing was held and closed.

6.B 13-0606 Final Deliberation on Proposed Reclaimed Water Code Amendments

Attachments: [1. Proposed Reclaimed Water Code Amendment](#)

Staff Donna Buxton reminded Commissioners there was a public hearing on May 15. She has made some changes to her proposal that incorporate OPC's recommendations.

Ms. Buxton responded to questions sent to her prior to the meeting, including a question on the decision not to collect general facilities charges for reclaimed water. She described the three types of fees in the proposed code amendment, and discussed future plans to review the fee calculations. Ms. Buxton also addressed a question about whether there have been studies related to irrigation with reclaimed water and possible cumulative effects.

Commissioners began their deliberation. Commissioner Horn said that he is comfortable with the changes made in the latest draft.

There was a discussion about whether it was appropriate for the OPC to continue with their deliberation since the meeting was originally listed as a "Public Hearing." As no one from the public came for a public hearing, the Commissioners continued with their deliberation.

Commissioner Horn said that he is concerned about infiltration of reclaimed water within wellhead areas and asked about agronomic rates. Ms. Buxton explained City, County, and State regulations for reclaimed water.

Commissioners asked questions about a variety of aspects of the proposed code, including microcontaminants and how they could affect urban agriculture, and whether reclaimed water may be used for public and private restrooms, among other topics.

Commissioners discussed the options presented in the staff report. Commissioner Horn made a motion to recommend the Reclaimed Water Code changes as proposed, Commissioner Watts seconded the motion and a majority voted in favor; Commissioner Bardin voted against.

The recommendation was approved.

- 6.C 13-0552** Briefing: Proposed development code amendment relating pending change in Olympia's Comprehensive Plan Future Land Use Map to Zoning Map

Attachments: [March 2013 Urban Neighborhoods Recommendation](#)
[May Urban Neighborhoods Addendum](#)

Planning Manager Todd Stamm described the reasoning behind proposed changes to the Future Land Use Map and Zoning Map, as part of the Comprehensive Plan update.

Mr. Stamm responded to questions given to him by Chair Parker prior to the meeting, as well as to questions from other Commissioners. Mr. Stamm discussed possible implications of this change in maps, such as some down-zoning.

Vice Chair Bardin and Commissioner Horn expressed concerns about moving forward with

recommendations on the proposal until Council responds to the "May Addendum."
Commissioner Andresen said that she doesn't understand the issue well enough to make a decision.

Chair Parker asked that staff provide copies of the Land Use Map in the March Draft and the "May Addendum," and then hold another briefing on August 19.

Vice Chair Bardin said neighborhood associations should have a month's notice of OPC meetings on this topic.

The report was received.

6.D 13-0622 Task Force for Scoping a Request for Qualifications for a Consultant to Lead a Downtown Master Plan

Chair Parker discussed the background of the Downtown Master Plan Task Force. Vice Chair Bardin and Commissioner Horn said that the OPC should have a greater role in scoping the downtown planning process, and that the task force should have more diverse members.

Chair Parker wondered whether the task force recommendations would come to the OPC before the Land Use and Environment Committee.

Some Commissioners suggested other possible task force members could include developers, Port Commissioners, West Olympia Business Association, Heritage and Arts Commission members, and a County representative.

Chair Parker suggested that a smaller group of Commissioners meet to discuss revisions to the draft Task Force Charter. Members will include Vice Chair Bardin, and Commissioners Richmond and Brown. The group will make recommendations to the full Commission at the next meeting.

Commissioners Horn and Bateman said that they are comfortable with the general concept of the task force.

It was decided that the OPC will discuss the draft task force plan at their next meeting and then make recommendations to the Council.

The report was discussed and continued to the Planning Commission due back on 8/19/2013.

7. REPORTS

Finance Committee:

Commissioner Horn reviewed the last meeting which included topics such as the Comprehensive Plan and the Capital Facilities Plan (CFP). Staff distributed copies of questions and comments from the August 9th meeting. The full OPC will review the CFP goals and policies at a later date.

Commission Liaisons:

Commissioner Brown is on the Community Renewal Act Citizen Advisory Committee and reported that he will soon meet with the Mayor.

Commissioner Andresen is the liaison to the Utility Advisory Committee. She discussed their recommendations on the CFP.

Commissioner Bateman is on the committee for the Artesian Well park. She said they will soon begin the naming process for the park.

Vice Chair Bardin said that the Heritage Commission has not met.

Commissioner Horn said that the Bicycle and Pedestrian Advisory Committee met to discuss a proposal to encourage bike amenities on Puget Street NE and bicycle boulevards, among other topics.

Leadership Team:

The team met to discuss work on the downtown plan, the "May Addendum," the addition of "mini briefings" for future OPC meetings, and economic development.

Future meeting agendas were discussed.

8. APPROVAL OF MINUTES

8.A 13-0558 Approval of June 3, 2013 Planning Commission Meeting Minutes

Attachments: [Draft minutes](#)

Changes to the minutes from June 3, 2013:

Page 90- none

Page 91- small change to be provided by Chair Parker

Page 92- Chair Parker said that it's not appropriate to say "this will ruin every neighborhood" and suggested alternative language, which he will provide

Commissioner Horn has a technical change that he will provide to staff.

Commissioner Horn moved, seconded by Commissioner Andresen, to approve the minutes as amended. The motion carried by unanimous vote.

9. ADJOURNMENT

The meeting adjourned at 9:49 p.m.