



# City of Olympia

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## Meeting Minutes - Draft Planning Commission

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Wednesday, August 28, 2013

6:30 PM

Room 207

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### Planning Commission Finance Subcommittee

#### 1. CALL TO ORDER

The meeting was called to order at 6:32 PM.

#### 1.A ROLL CALL

Present: Chair Roger Horn, Jerry Parker, Judy Bardin, Carole Richmond, and Kim Andresen

#### 2. APPROVAL OF AGENDA

The agenda was approved.

#### 3. APPROVAL OF MINUTES

**13-0673** Approval of August 9, 2013 Planning Commission Finance Subcommittee Meeting Minutes

Attachments: [Draft Minutes](#)

The minutes were postponed and referred to the 9/12/2013 meeting.

**13-0671** Approval of August 21, 2013 Planning Commission Finance Subcommittee Meeting Minutes

Attachments: [Draft Minutes](#)

The minutes were postponed and referred to the 9/12/2013 meeting.

#### 4. PUBLIC COMMENT

There were no public comments.

#### 5. ANNOUNCEMENTS

There were no announcements.

#### 6. BUSINESS ITEMS

**6.A 13-0596** Review of Draft 2014-2019 Capital Facilities Plan (CFP)

- Attachments:**
- [1. Link to the 2014-2019 Preliminary CFP](#)
  - [2. Draft CFP Letter 9-23-13](#)
  - [3. CFP Draft Letter. Parks Section](#)
  - [4. Transportation Dept. - Responses to Questions](#)
  - [5. Parks Department - Responses to Questions](#)
  - [6. Maintenance Summary Report](#)
  - [7. BPAC CFP Recommendation Draft Letter](#)
  - [8. Olympia Safe Streets Letter](#)

Chair Horn opened the meeting with discussion of a document entitled "Rough Draft of CFP Letter" which he created for the purposes of developing an outline of the recommendation letter for Commissioners to review.

**Commission Discussion:**

- Funding maintenance is essential to the vitality of the City of Olympia's infrastructure.
- The CFP Elements section should be used as a set of guidelines for the entire CFP document. The CFP Elements highlight the goals and policies of the CFP.
- Annual updates of the long-term and one-year financial forecasts are important to revising the CFP's priorities.
- When the City builds infrastructure it is essential to maintain it and provide the proper allocation of funding towards maintenance projects.
- There is concern parks maintenance projects are being underfunded.
- Commissioners Bardin and Richmond discussed the possibility of requiring a park within a half to one mile of every neighborhood and implementing that requirement in the letter.
- There is concern the proposed maintenance funding is significantly below the amount necessary for maintaining current infrastructure.
- There should be an established fund dedicated to maintenance that retains its unspent funding to help offset future underfunding.
- There should be commitment to performance measures in the CFP recommendation letter.
- There is not a reflection for the need to create a connected and coherent network of bicycle facilities, and this should be included in the CFP.

-Commissioners are pleased with the Transportation Mobility Strategy highlighted in the CFP.

-Urban Forestry is an important part of our City and it is essential the appropriate amount of funding be available to provide the program with funding.

-An efficiency analysis and a cost-benefit analysis be done in order to ensure appropriate costs of utilities.

The Commission reviewed a document prepared by Commissioner Parker entitled "Preliminary Comments on Olympia School District CFP." The Commission also reviewed a document entitled "Possible Topics for 2013 CFP Letter to Council." The Subcommittee will continue working on the letter. There is one more Subcommittee meeting on September 12.

**The work session was completed.**

## **7. ADJOURNMENT**

The meeting was adjourned at 9:14 p.m.