



# Meeting Minutes

## Planning Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501  
Contact: Joyce Phillips  
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**Monday, April 17, 2017**

**6:30 PM**

**Room 207**

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**1. CALL TO ORDER**

Chair Mark called the meeting to order at 6:31 p.m.

**1.A ROLL CALL**

Commissioner Richmond arrived after the roll call was taken.

**Present:** 7 - Chair Brian Mark, Vice Chair Mike Auderer, Commissioner Paula Ehlers, Commissioner Negheen Kamkar, Commissioner Darrell Hoppe, Commissioner Carole Richmond and Commissioner Rad Cunningham

**Excused:** 1 - Commissioner Negheen Kamkar

**Absent:** 2 - Commissioner Travis Burns and Commissioner Missy Watts

**2. APPROVAL OF AGENDA**

**The agenda was approved.**

**3. APPROVAL OF MINUTES**

**3.A** [17-0404](#) Approval of the April 3, 2017 Olympia Planning Commission Meeting Minutes

**The minutes were approved.**

**4. PUBLIC COMMENT**

**5. STAFF ANNOUNCEMENTS**

Ms. Phillips announced the following:

- The Capital Facilities Plan (CFP) Subcommittee will begin reviewing the proposed 2018-2023 draft CFP in a couple months. Generally 3 or 4 Commissioners serve on the subcommittee.
- The City hired Mary Verner to replace retiring Administrative Services Director Jane Kirkemo. Ms. Kirkemo prepared the draft CFP for several years.
- Missing Middle Housing - the next Committee meeting date is April 27, 2017 from 4:30 p.m. to 6:00 p.m. at City Hall Council Chambers. That meeting will focus on neighborhood compatibility issues. The next two monthly meetings with focus on building/construction issues and utilities/transportation issues.

The next report to the Land Use and Environment Committee (LUEC) is at its May 18, 2017 meeting at Olympia High School. There is also an open house planned for May 30, 2017 in conjunction with a special LUEC meeting at Capital High School.

- Site Plan Review Committee (SPRC) has three pre-submission conferences this week:
  - Market Flats: A mixed use redevelopment including office, residential entry on the ground floor, and five stories of residences above.
  - Wulff Haven Short Plat: 1719 Ann Street NE. A short plat, dividing the existing property into 9 parcels: 8 clustered residences with a 50' road easement on the north end of the property, while retaining the large tract of existing fir, maple and other trees to the south.
  - Boulevard Park Plat: A proposed 13 lot subdivision on the west side of Boulevard Road, northerly of Log Cabin Road and south of Morse Merryman Road.
- Let staff know about planned vacations or work trips that will impact Commissioner attendance at OPC meetings. This helps when scheduling items on Commission agendas, especially when a quorum is required.

## 6. BUSINESS ITEMS

### 6.A [17-0412](#) Recommendation on Updates to the Action Plan

Ms. Ray presented a briefing on recommendations on updates to the Action Plan. She reviewed the following via a PowerPoint presentation:

- Action Plan Cycle
- Annual Community Report Goals
- 2017 Update Process
- 2017 Proposed Changes
- New Actions
- Actions to Remove
- Actions to Revise
- Corrections
- Anticipated Changes in 2018
- Council Priority Areas
- Partner Engagement
- Community Engagement
  - Survey on Early Learning
  - Survey on Emergency Sheltering
- Next Steps in 2017

She reviewed and referenced the following handouts:

- Annual Cycle
- 2017 Recommended Changes to Action Plan
- Draft Annual Report to Community
- Action Plan Survey Introduction and Questions - Launch

## Discussion:

- Making the structure more approachable
- Suggestions for community outreach & engagement
  - Consider a gap analysis on the community engagement efforts
  - Concern that not all the voices of the community are being heard
- Adding demographics to future surveys would be helpful to gain information on who responded
- The adaptive management cycle for the action plan
- Providing links to older plans that are referenced would be helpful
- Once the first community report is released to the public, there are hopes this will bring constructive feedback as to what in the Action Plan is working and what is not working
- Establish a level of intention prior to offering future surveys
- Research providing Action Plan information and outreach in additional languages

**Commissioner Ehlers moved, seconded by Commissioner Hoppe, to recommend to City Council approval of the draft updates to the Action Plan as recommended by staff. The motion was unanimously approved.**

**6.B**     [17-0405](#)     2017 Comprehensive Plan Amendment Final Docket Briefing

Ms. Phillips presented a briefing on the 2017 Comprehensive Plan Amendment Final Docket. She reviewed the following via a PowerPoint presentation:

- Review process
- Screening criteria
- Final review and evaluation criteria
- Map of all proposals
- Proposed amendments
  - Bentrige Village - Amend the Future Land Use Map designation and rezone the property known as Bentrige Village/LBA Woods. The 71.86 acre site is currently designated as Planned Development with a Neighborhood Center and is zoned as Neighborhood Village. The proposed change is to designate 61.86 acres of the site as Low Density Neighborhood and zone it as Residential 4-8 and to designate the remaining 10 acres as Medium Density Neighborhood with a Neighborhood Center designation and zone it Residential Multifamily 18.
  - Transportation 2030 Maps - Six proposed amendments to the Transportation 2030 Maps.
  - South Capitol Neighborhood Association - Remove the Major Collector designation on Maple Park Avenue SE between Capitol Way and Jefferson Avenue SE.
  - Tsuki Corner - The 8.48 acre parcel (four properties) are designated as Low Density Neighborhood in the Comprehensive Plan and zone Residential 4-8. The proposal is to designate and rezone the property to Professional

Office/Residential Multifamily.

**The information was received.**

**6.C**     [17-0413](#)     Sign Code Update Briefing

Ms. Phillips presented a briefing on the Sign Code Update. She reviewed the following via a PowerPoint presentation:

- Purpose of the update
- Public participation plan
- Legal analysis
  - key findings
  - time, plan, manner
  - emerging themes
- Policy focus areas
- Temporary signs
- Building mounted signs
- Freestanding signs
- Enforcement
- Next steps
  - Policy issues (narrowing)
  - Community survey or opinion gathering
  - Draft code language
  - Technical and Policy Advisory Committee review
  - Public outreach, meetings and hearing
  - Council decision
  - Implementation efforts

**The information was received.**

**7.     REPORTS**

Chair Mark attended the Sign Code Update meeting. He also attended the last Arts Commission meeting. The Gateways project will be going into the neighborhoods on the 4/26/17, 4/27/17 and 4/29/17. For information go to the website:

<http://olympiawa.gov/city-services/parks/public-art/public-art-master-plan.aspx>

Commissioner Richmond attended the last Arts Commission meeting. She also attended the Design Guidelines Open House and the Missing Middle Housing prep meeting. She indicated the next Missing Middle Housing meeting will be on April 27, 2017 in Council Chambers. She also mentioned the upcoming Congress for New Urbanism (CNU) conference in Seattle on May 2, 2017 - May 6, 2017. For more information visit the website at:

<https://www.cnu.org/cnu25>.

**8.     OTHER TOPICS - None**

**9. ADJOURNMENT**

The meeting adjourned at 9:33 p.m.