



# Meeting Minutes - Draft

## Land Use & Environment Committee

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

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Thursday, November 18, 2021

4:00 PM

Online and Via Phone

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### Special Meeting

#### 1. CALL TO ORDER

Chair Madrone called the meeting to order at 4:00 p.m.

#### 2. ROLL CALL

**Present:** 3 - Chair Dani Madrone, Committee member Clark Gilman and Committee member Yến Huỳnh

#### 2.A OTHERS PRESENT

Jay Burney, City Manager  
Keith Stahley, Assistant City Manager

Community Planning and Development staff:  
Leonard Bauer, Director  
Tim Smith, Planning and Engineering Manager  
Amy Buckler, Program and Planning Supervisor  
Max DeJarnatt, Senior Program Assistant

#### 3. APPROVAL OF AGENDA

The agenda was approved.

#### 4. PUBLIC COMMENT

The following person spoke, Timothy Leadingham.

#### 5. APPROVAL OF MINUTES

5.A [21-1120](#) Approval of October 21, 2021 Finance Committee Meeting Minutes

The minutes were approved.

#### 6. COMMITTEE BUSINESS

6.A [21-1075](#) Housing and Homeless Metrics Briefing

Ms. Buckler shared Housing and Homeless Response metrics .

Committee members held a discussion regarding response and measurement improvements.

**The information was received.**

**6.B**     [21-1090](#)             Parking Strategy Implementation Update

Mr. DeJarnatt provided an update on the parking strategy implementation.

Committee members asked clarifying questions.

**The discussion was completed.**

**6.C**     [21-1092](#)             Hearing Examiner Request for Qualifications Process

Mr. Smith presented a draft Request for Qualifications (RFQ) for hearing examiner services, as well as optional processes for reviewing proposals submitted in response to the RFQ.

Committee members requested edits to the RFQ and provided direction on the process. They asked the Committee to conduct the interviews following initial screening by staff, Additional comments included consideration of equity issues.

**The discussion was completed.**

**7.        REPORTS AND UPDATES**

Chair Madrone reported on progress of the Urban Agriculture work group and that she is meeting monthly with Councilmember Parshley on climate actions.

Mr. Bauer reported on the scheduled agenda topics for the December 16, 2021 meeting. He also reported that a consultant has been selected to assist the City in reviewing codes and regulations related to Neighborhood Centers and how to encourage further development in these centers.

**8.        ADJOURNMENT**

The meeting adjourned at 6:02 p.m.