



# Meeting Minutes

## Planning Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Todd Stamm  
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**Monday, September 21, 2015**

**6:30 PM**

**Room 207**

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**1. CALL TO ORDER**

Chair Richmond called the meeting to order at 6:32 p.m.

**1.A ROLL CALL**

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

**Excused:** 1 - Commissioner Robert Ragland

**OTHERS PRESENT**

Community Planning & Development Principal Planner Todd Stamm  
Senior Planner Amy Buckler  
Associate Planner Catherine McCoy  
Associate Planner & Historic Preservation Officer Michelle Sadlier  
MAKERS architecture and urban design consultant Bob Bengford  
Design Review Board (DRB) Chair Joseph LaValle  
DRB Vice Chair Jane Lacergue

**2. APPROVAL OF AGENDA**

Item 5 Staff Announcements moved to after Reports. Item 7A Finance Sub-Committee report moved to allow Commissioner Bateman to leave early. Additional item 7B Retreat Discussion .

**The agenda was approved as amended.**

**3. APPROVAL OF MINUTES**

**3A.** [15-0880](#) Approval of August 17, 2015 Planning Commission Meeting Minutes

**The minutes were approved.**

**3B.** [15-0833](#) Approval of August 20, 2015 Planning Commission Meeting Minutes

**The minutes were approved.**

**4. PUBLIC COMMENT - None****6. BUSINESS ITEMS****6A. [15-0888](#) Neighborhood Centers - Review of Draft Public Outreach Plan**

The Commission's neighborhood center work group gave a PowerPoint presentation created to support a public outreach campaign about Olympia's neighborhood centers. Commissioners Parker and Richmond introduced the work group's focus and intention, and led a discussion about preliminary educational components to support public understanding. The presentation included images and information on current successful centers, and what challenges and constraints might affect future center redevelopment.

## Discussion:

- Draft public participation plan to implement Phase 2 of OPC's Neighborhood Center Project.
- Plan to receive input from the Coalition of Neighborhoods Association.
- Need for a "clear public purpose" to allow the City to do proactive removal of fuel tanks or contaminated sites.

Mr. Bengford discussed his reasons for choices of building example images on vacant sites.

## Discussion:

- Developing a pilot project.
- Defining and generating materials to highlight specific changes necessary for neighborhood center development.

Ms. Buckler outlined the differences between Phase 1 and Phase 2. She addressed how developers must create projects to meet the needs of the community and the need for gain on investment.

**The work session was completed.**

**6B. [15-0874](#) Olympia's Design Review Process - Briefing**

Ms. McCoy briefed the Commission on Design Review history and Washington State regulations for design review. She outlined past and current Olympia design review processes.

## Discussion:

- Concern about lack of historic compatibility achievement for the 123 4th Ave. building.
- Public hearing process is an integral part of DRB and Joint Review Committee meetings.
- Timeline for concept and design detail appeals.

- Design detail oversight provided by a building official, concept provided by a department director.
- Although standards are code based, every board member has personal expertise and experience which informs their interpretation of appropriateness and good design.

Ms. Lacergue and Mr. LaValle described the importance and benefits of volunteer personnel, many of whom are experts in their fields, contributing to project oversight. They outlined how much time is spent on review with little determination on code language or specifics.

**The information was received.**

**6C.**     [15-0876](#)           Annual Comprehensive Plan Amendments of 2015 -  
Recommendation

Mr. Stamm discussed the attachments to the staff report regarding Friendly Village and Copper Trails.

Commissioner Brown moved, seconded by Commissioner Parker, to recommend for approval all proposals as presented except for two items:

1. With respect to the Copper Trail amendment of the Future Land Use map, the staff recommends the comparable attached-version of the map amendment prepared by City staff.
2. With respect to the Transportation Map amendment in the vicinity of the Friendly Village mobile home park, the staff recommends that, in lieu of the proposed amendment, the following text be added to all three of the Transportation 2030 maps. "Future development will provide a street network and connections to adjacent streets and parcels consistent with the City of Olympia Engineering Design and Development Standards."

**The motion passed with Commissioner Hoppe voting against.**

**The recommendation was recommended for approval.**

**7.       REPORTS**

Commissioner Richmond attended the Utility Advisory Committee, Downtown Consultant Open House, and Capital Facilities Plan (CFP) meetings.

Commissioner Parker and Hoppe attended the CFP meeting.

Commissioner Horn attended the Land Use and Environment Committee meeting and gave a report.

Commissioner Brown spoke at the TEDX Olympia event.

**7A.**     [15-0881](#)           Finance (CFP) Sub-Committee Preliminary Report

Commissioner Bateman announced a change to the date and time for the next Finance Subcommittee meeting. She discussed some components of the proposed recommendations.

Commissioner Parker explained changes to the Transportation section, the potential use of impact fees for transportation projects, and the amount of current unfunded liability for street maintenance.

Commissioner Horn discussed the Vision Zero recommendation and using Transportation Benefit District (TBD) vehicle license fees for street maintenance and construction.

Chair Brown will update the Utilities and Stormwater sections.

Discussion:

- Traffic fatalities are a state wide issue and may be difficult to advance on the City level. Another approach might be recommending creation of a City task force to keep track of regional impacts.

**The information was provided.**

### **Retreat Discussion**

The Commission discussed the upcoming retreat.

## **5. STAFF ANNOUNCEMENTS**

Mr. Stamm requested Commissioners to consider volunteering for the PC Downtown Strategy project team liaison position.

## **8. ADJOURNMENT**

The meeting was adjourned at 9:38 p.m.