



# Meeting Minutes

## Planning Commission

City Hall  
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Olympia, WA 98501  
Contact: Joyce Phillips  
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**Monday, May 2, 2016**

**6:30 PM**

**Room 207**

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**1. CALL TO ORDER**

Chair Richmond called the meeting to order at 6:30 p.m.

**1.A ROLL CALL**

Commissioner Burns arrived after Item 4. was discussed.

**Present:** 8 - Chair Carole Richmond, Commissioner Darrell Hoppe,  
Commissioner Jerome Parker, Commissioner Travis Burns,  
Commissioner Paula Ehlers, Commissioner Negheen Kamkar,  
Commissioner Brian Mark, and Commissioner Mike Aurderer

**Absent:** 1 - Commissioner Missy Watts

**OTHERS PRESENT**

Community Planning and Development Deputy Director Leonard Bauer  
Senior Planner Joyce Phillips  
Senior Planner Amy Buckler  
Thurston Regional Planning Council (TRPC):  
Program and Policy Director Karen Parkhurst  
Research and Data Director Veena Tabbutt

**2. APPROVAL OF AGENDA**

**The agenda was approved.**

**3. APPROVAL OF MINUTES**

**3.A [16-0571](#) Approval of the April 18, 2016 Olympia Planning Commission Meeting Minutes**

Commissioner Parker proposed an amendment to Item 6.A section two second bullet:  
Hours and days of enforcement.

Chair Richmond proposed an amendment to Item 6.A section one - first and second  
bullet: Update the City's Parking Strategy which will implement the Downtown  
Strategy.

**The minutes were approved as amended.**

**4. PUBLIC COMMENT - None****5. ANNOUNCEMENTS**

Ms. Phillips welcomed new Commissioners Auderer and Burns. She also made the following announcements:

- Reminded the Commission they are required to take the Open Public Meetings Act training, available on-line, within ninety days of being seated on the Commission. The training is required once every three years.
- Reminded the Commission there will be a Short Course on Local Government Planning on Thursday, September 29, 2016 at the Lacey Community Center.
- The City Council passed the ordinance to remove the regulation of the City's informal Historic Inventory, as per the Heritage Commission's request. This change does not affect buildings individually listed on the Heritage Register or in a historic district, which are still regulated for proposed exterior changes.

**6. BUSINESS ITEMS****6.A**     [16-0580](#)     Briefing on the Downtown Strategy

Ms. Buckler presented a briefing on the Downtown Strategy (DTS).

Vision for Downtown

- Regional destination
- Vibrant, attractive, safe
- Full of public art, public spaces and landscaping
- Pedestrian, bicycle and transit friendly environment
- Connections to cultural and historic elements of the community
- Mix of urban housing options
- 5,000 new residents

What will the DTS do?

- Move our vision for Downtown forward
- Include realistic, impactful actions we can take in the next 6 years
- Guide City work plans, budgets and partnerships
- Help us market downtown
- Connect places and spaces
- Encourage private investment
- Reduce uncertainties
- Enhance public spaces (streets, sidewalks, etc.)
- Preserve unique qualities

Ms. Buckler reviewed progress and future plans of the strategy. There will be a discussion about urban design held on Monday, May 23, 2016 at 6:00 p.m. at the Olympia Center. Public workshop #3 will be held on Monday, June 6, 2016 at 6:00

p.m. at the Olympia Center.

**The report was received.**

**6.B**      [16-0570](#)      Action Plan Briefing

Mr. Bauer presented a briefing of the Action Plan. In 2014, Olympia adopted a new Comprehensive Plan with updated goals and policies that reflects our community's vision. Early in the *Imagine Olympia* process, the City Council identified a vital next step is to ensure the goals and policies become reality and have real "on the ground" impact by creating an Implementation Strategy or Action Plan with performance measures.

A Draft Action Plan was released in April 2015, and was organized into five key Action Areas: Community Services, Downtown, Economy, Environment and Neighborhoods. Each Action Area included a:

- Summary of the vision and goals from the Comprehensive Plan
- Draft list of actions, or things we want to do to carry out the Plan
- Draft list of indicators to help us track our progress in achieving our goals

Public involvement has led to a focus on a web-based Action Plan, rather than a static document. This will provide more convenient public access, and more timely updates. It also provides a more graphic display of the actions and strategies, and how they connect to the overall goals from the Comprehensive Plan. These graphic displays are called Results Maps. Mr. Bauer reviewed the draft web page of the community indicators that will track progress toward these outcomes. In the future, data for each indicator will be presented in an annual report to the community. That report will be used to update the Action Plan annually. Mr. Bauer reviewed the annual cycle for the Action Plan.

**The report was received.**

**6.C**      [16-0558](#)      Regional Transportation Plan Update

Ms. Parkhurst and Ms. Tabbutt presented an update on the Regional Transportation Plan (RTP). Thurston Regional Planning Council (TRPC) is comprised of 21 entities working together to make the region an extraordinary place to live, work, and play through collaborative, informed planning. Focused plans, studies, and data analysis for transportation, growth management, and environmental quality provide a common foundation for decision-making and cooperation. Members include cities, county, tribes, school districts, regional services, and higher education. Both federal and state laws direct TRPC to prepare a long-range transportation plan. TRPC is required to model and plan for a 20-year land use and transportation horizon, addressing multimodal travel. The plan must be strategic, efficient, financially feasible, use performance measures, and protect environmental quality. The RTP serves as a blueprint for the region's transportation system. It provides an overall analysis of how transportation will work over a 20 year time frame and supports coordination among jurisdictions.

**The information was received.**

**7. REPORTS**

Commissioner Hoppe attended the West Bay Park restoration meeting. He encouraged the Commissioners to look at the Parks, Arts and Recreation plan for this area. Ms. Phillips indicated that staff will be briefing the Commission on this plan on July 11, 2016.

Commissioners Ehlers, Mark and Auderer attended the new commissioner orientation.

Commissioner Parker gave a briefing for a meeting he attended of the sub-committee meeting of the Arts Commission regarding gateways. He also attended the Downtown Strategy Business & Developers Forum. He felt it reaffirmed many of the items that are in the Comprehensive Plan.

**8. OTHER TOPICS**

Chair Richmond reviewed the various positions that are part of the Planning Commission: Vice-Chair, Liaison to the Action Plan Partner Work Group and Capital Facilities Plan Sub-Committee. Commissioner Auderer stated he would like to be the Liaison to the Action Plan Partner Work Group. The rest of the positions will be decided at a later date.

**9. ADJOURNMENT**

The meeting was adjourned at 9:22 p.m.