



City of Olympia

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Amy Buckler
360.570.5847

Meeting Minutes Planning Commission

Monday, May 19, 2014

6:30 PM

Room 207

1. CALL TO ORDER

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

1.A ROLL CALL

Present: 9 - Commissioner Jessica Bateman, Commissioner Roger Horn, Commissioner Missy Watts, Chair Max Brown, Vice Chair Kim Andresen, Commissioner Judy Bardin, Commissioner Darrell Hoppe, Commissioner Jerome Parker, and Commissioner Carole Richmond

OTHERS PRESENT

Associate Planner Amy Buckler
Community Planning and Development Principal Planner Todd Stamm

2. APPROVAL OF AGENDA

Commissioner Bardin requested a future meeting agenda item to discuss the notification process for public hearings.

Commissioner Parker requested a report from Ms. Buckler on the Eastside Neighborhood Association meeting she attended.

Commissioner Horn would like to have further discussion and clarification about neighborhood centers designation.

Ms. Buckler suggested these topics be referred to the next leadership team meeting and include all Commissioners who would like to attend.

The agenda was approved.

3. APPROVAL OF MINUTES

[14-0493](#) Approval of May 5, 2013 Planning Commission Meeting Minutes

The minutes was approved as amended.

4. PUBLIC COMMENT

Former planning commissioner Jeffrey Jaksich of 812 San Francisco Ave NE spoke about the inadequacies of the Planning Commission processes and how he believes they could be improved. He discussed his perceptions while attending a recent Design Review Board (DRB) meeting and expressed concern about the inability of the DRB to protect historic neighborhoods. He believes the design review standards developed during his tenure were superior and public involvement was more robust. He encouraged the Planning Commission to make "sustainable" recommendations to Council considering ongoing budget restrictions with the associated impact that has on implementation.

Bob Jacobs of 720 Governor Stevens Ave. SE spoke about the public involvement process and problems he had using the City website Legistar software. He questioned the feasibility of having both a briefing and a hearing on the same night, believes it does not provide adequate time for thoughtful public comment, and recommended they be held on separate nights.

Chair Brown proposed the issue regarding the Future Land Use Map be discussed by the leadership team to consider the best way forward in the future.

Commissioner Parker inquired about former briefings on August 19 and in January on code amendments and consistency with the Comprehensive Plan (CP).

Ms. Buckler explained tonight's presentation would cover the details of the proposals and be in accord with the PC's decision to consolidate briefing and hearings, and separate out deliberation.

Commissioner Bardin expressed concern about the introduction of new criteria and the problem of getting information at the last minute. She wants the Coalition of Neighborhoods Association to have sufficient time to understand any new information so their input expresses an informed understanding.

Commissioner Horn reminded the Commission the topic of public outreach will be a major focus at the retreat.

5. ANNOUNCEMENTS

Ms. Buckler gave a reminder about the short course on infill development hosted by the City of Tumwater on May 28, 2014 at 6:00 p.m., and Open Government training on June 4, 2014 at the Washington Center for the Performing Arts. The Open Government training is a result of a recent law passed by Washington State requiring all elected officials to take training within 90 days of being elected. The law is effective July 1, 2014 and the City is requesting all sitting officials to take it within 90 days. An online training will be available for anyone who is unable to attend in person.

Ms. Buckler announced a City Information Technology department process to allow

advisory boards' access to the City Outlook email service eliminating the need for them to use their personal email for City business.

There is a new page on the City website which updates the code regulations regarding accessory dwelling units (ADUs) which will be helpful with questions from the public. She described some edits made to the Comprehensive Plan's Vision and Values chapter proposed by the Planning Commission and received feedback from the Commissioners regarding their preference on the suggested changes.

6. INFORMATION REQUESTS

Commissioner Horn requested clarification about a facet of the Tanesse project. Ms. Buckler will research the specific code regulations and include that in an email she will send.

7. BUSINESS ITEMS

[13-0552](#) DELIBERATION ON RECOMMENDATION TO CITY COUNCIL:
Proposed Development Code Amendment Revising Rezone Criteria and Relating Pending Change in Comprehensive Plan's Future Land Use Map to Zoning Map

Mr. Stamm explained tonight's briefing will cover past re-zoning criteria and new criteria being considered by City Council. He discussed the timeframe involving public input, Planning Commission deliberations, and eventual recommendations to Council. Because this criteria change is a proposed amendment to the development code, State law requires a public hearing and Planning Commission review and recommendation prior to Council action. He discussed how his presentation will support a smooth transition to the updated Comprehensive Plan so an appropriate code amendment can be adopted by the City Council concurrently with the Comprehensive Plan update in a few months. His presentation included information about the current code, consistency with the future land use map, current zoning map, and a proposed future land use map containing fewer categories. He addressed the history of a standard of re-zone development criteria and relevant court cases.

Questions from the Commissioners:
What constitutes a block?
When does an appeal go to court?

Commissioner Parker suggested the public hearing begin and Commissioners submit their questions in writing to staff. Then Commissioners can refer to these and consider them during their deliberations.

Chair Brown opened the public hearing at 7:53 p.m.

Walt Jorgenson of 823 North Street expressed his concern regarding the proposed new code. He questioned the wording of items A, B, E, G, H and J, and urged the

Commission to use well understood operational definitions. He believes it is dangerous to make zoning changes outside the annual Comprehensive Plan process.

Bob Jacobs of 720 Governor Stevens Avenue expressed his concern about the idea of the land use map and zoning code being different and believes they should be identical. He thinks the drive for flexibility is problematic and can create openings for bias treatment of both applicants and proposals. He supports adherence to the current approach.

Jeffrey Jaksich of 812 San Francisco Avenue endorsed the comments of previous speakers. He has worked as a developer and a state planner and supports a precise, simple approach for developers, the public and those who fund developers. He believes the proposed changes are too complex, and without performance measures, necessitate the use of visual and graphic images. He discussed development around Timberland Regional Library. He recommends changing the CP once a year which gives developers and homeowners some certainty. He spoke about the costly problems concerning the Isthmus and expressed concern that more problems could occur if this approach is adopted.

Mary Wilkinson of 1903 Eskridge SE would like to submit written comment but was not able to locate any information about that timeframe.

The public hearing was closed at 8:10 p.m.

Commissioner Parker requested speakers to submit language which clearly describes these suggestions so that the Commission can consider it during deliberation.

Commissioner Richmond moved, seconded by Vice Chair Andresen to keep the record open until June 12, 2014 at 5:00 p.m. to allow the Coalition of Neighborhood Associations more time to comment. The motion passed unanimously.

Questions:

Why isn't the Planning Commission included in determining decision criteria for re-zone requests?

Will all fifteen categories be in the hearing draft before the Council?

What is the 200 feet distance specifying?

Can an option regarding the "1000 foot from retail community" determination include a sub area planning process to include neighborhood preference?

What are the boundaries for medium density?

How do the overlay map and the downtown high density area relate?

Will the inclusion of item H create openings for court appeals?

The public hearing was held and closed with an extension of written comment submission until June 12, 2014 at 5:00 p.m.

[14-0494](#)

Discussion of the 2014 Annual Planning Commission Retreat

Chair Brown outlined three topics discussed by the Leadership team for consideration at the retreat.

1. A conversation about moving forward as a productive Planning Commission with the help of a facilitator.
2. A status report about downtown to include an overview of all studies done .
3. Fostering improved relationships between advisory committees and other groups.

Discussion:

- How the disparate experience of planning commissioners impacts the process and how the more experienced planning commissioners can support newer commissioners to better understand policies and process.
- Consensus on hiring a facilitator.
- Receipt of material sent by staff on downtown studies.
- Inviting Thera Black and Kathy McCormick from the Thurston Regional Planning Council (TRPC) to share their expertise.
- Inviting City Manager Steve Hall to present his status update on Downtown.
- Community Planning and Development Director Keith Stahley will be on hand to overview the work of architectural firms.

The retreat will occur on June 21, 2014 from 10:00 a.m. to 2:30 p.m. with a site location of the LOTT Building, the Firehouse, or Council Chambers. Staff will invite Kendra Dahlen to facilitate the Effective Communications segment.

The work session was completed.

[14-0496](#) Briefing on the Action Plan for the Comprehensive Plan

Ms. Buckler gave a presentation on the Action Plan, a how-to for “Taking Action on the Comprehensive Plan (CP) Goals and Policies.” She discussed five action areas:

- 1) Community
- 2) Downtown
- 3) Economy
- 4) Environment
- 5) Neighborhoods

She outlined summaries of the language and concepts in the Comprehensive Plan that characterize each Action Area with goals and policies which serve as desired outcomes. She gave an overview of Olyspeaks emphasizing that these actions reflect the public's concerns. She outlined how performance will be measured and described a new way to generate a more interactive web presence for the City.

Questions from Commissioners:

- Will suggestion for language be solicited?
- How will the overlap of Transportation into several categories be noted ?
- Will the approach of mixing strategic planning and communication with the public be effective?
- Would it be feasible to have a matrix which includes the five action areas showing

the overlap of transportation and land use?

The report was received.

8. REPORTS

Leadership Team Report:

Vice Chair Andresen reported on discussion regarding outreach to neighborhood meetings, tonight's public hearing, PC retreat, and the Finance Subcommittee meeting schedule. She attended the Coalition of Neighborhoods Association meeting and her notes are available.

Finance Subcommittee Report:

Commissioner Horn announced the next meeting date of May 22, 2014 at 6:30 p.m. in room 112. He requested hard copies of the Capital Facilities Plan letter. Principal Planner Steve Friddle has been invited to report on the real estate conference he attended.

Liasion Assignments:

Commissioner Hoppe reported on the Design Review Board meeting. He discussed the Olympia Volkswagen remodel, the Jimmy Johns development, and the Tanasse Building project.

Commissioner Bardin reported on the Southeast Neighborhood Association meeting .

Chair Brown reported on the Community Revitalization Area meeting .

Commissioner Horn attended the Eastside Neighborhood Association meeting with Ms. Buckler who reported on public input she received.

Commissioner Horn announced an invitation to the Finance Subcommittee to meet with the Community Economic Revitalization Committee (CERC) on June 12, 2014 at 4:30 p.m.

9. ADJOURNMENT

The meeting adjourned at 9:39 p.m.