



MEMORANDUM

Date: February 9, 2016
To: City Council General Government subcommittee
Cc: Carole Richmond, Chair, Olympia Planning Commission
From: Joyce Phillips, Senior Planner and OPC Staff Liaison
Subject: Proposed 2016 Planning Commission Work Program

As stated in the proposed work plan, Community Planning and Development staff believes there is sufficient staff time and resources to support the work program proposed by the Commission. However, we do want to take this opportunity to express one reservation.

The work program proposed by the Commission is robust and provides little if any space for adding items during the year. In fact, the estimated time dedicated to items on this work plan far exceed the normal 55 hours the Commission has available in a 12-month period. However, with increased efficiency in recent Planning Commission meetings, and the possibility that staff will not have some of these ready for review during this period, staff supports this proposal. That excess is the explanation for the unusual 'not enough time' note in the intro to the section 2 "optional" items. Historically emerging issues during the work-program year have led the Council to refer additional items to the Commission for immediate action. Staff will be working with the Commission to schedule the various items to ensure the most efficient review processes with the goal of getting through as many of these work items as practical.

Therefore, although we support Council approving the Commission's work program as proposed, we recommend that action be taken with a clear understanding that staff may propose revising this work program to ensure an opportunity to complete what may become higher priority work items.