

RECOMMENDED REVIEW STEPS FOR CITY COUNCIL & PLANNING COMMISSION

ROLES IN SCOPE

The City Council adopted scope of work for the Downtown Strategy defines roles for the Olympia Planning Commission (OPC):

City Council

Role: Decision maker

Tasks:

- Define the scope of the strategy
- Members attend public workshops/meetings to listen and observe
- Receive input from all interested individuals and groups
- Provide final direction on the contents of the Strategy
- Adopt the Downtown Strategy

Olympia Planning Commission

Role: Ensure Strategy's consistency with the Comprehensive Plan

Tasks:

- 2 members sat on consultant selection team
- Members attend public workshops/meetings to listen and observe
- 2 members are on the Stakeholder Work Group
- Review final draft strategy and provide recommendation to City Council regarding the Strategy's consistency with the Comprehensive Plan
- Hold a public hearing and make a recommendation to the City Council regarding any proposed development code changes resulting from the Strategy
- Receive regular updates from staff

RECOMMENDED REVIEW STEPS

On August 18, 2016, the City Council's Land Use & Environment Committee forwarded a recommendation for final review steps, including:

- **Hold a Public Open House on Oct 29**
- **Hold a Council study session (Dec 6)**
 - *Staff & MAKERS will present the Strategy and issues rising to the top from the public process*
 - *Council discussion leading to guidance for the final draft document and Planning Commission review*
 - *Planning Commissioners encouraged to attend and listen to Council discussion*
- **Planning Commission Briefing (tentatively scheduled for 1/23/17)**
 - *Overview of Strategy elements& Council's direction for OPC review*

Downtown Strategy

- *Discussion of Planning Commission's public hearing process*
- *Will also include:*
 - *Public open house on draft DTS prior to briefing*
 - *Presentation of the draft DTS and Q&A*
- **Completed in early 2017**
 - *Planning Commission public hearing and recommendation*
 - *Council adoption of the final Downtown Strategy*

DIRECTION FOR PLANNING COMMISSION (STAFF RECOMMENDATION)

- Hold a public hearing on the draft Downtown Strategy so that the public has an opportunity to comment on the draft report
- Summarize the public's main comments and OPC recommendation in a letter to Council. Include any memos from advisory boards.
- The letter should respond to the following questions:
 - Is the DTS consistent with the Comprehensive Plan?
 - Does any information provided cause you to differ from the staff's recommendation? How?
 - Should any new information provided be included in the report? What?